



CHARGING AND REMISSIONS POLICY

Reviewed and approved by FGB February 2020

Due for review February 2021

Our School Vision

'Learn to love, and love to learn'

Our school is an integral part of our village and everyone within this community is valued and nurtured as part of our school family and God's family. Christian teaching and values are at the heart of all we do, to ensure that we develop well-motivated, independent, happy children who aspire to achieve their best in all they do, respecting and valuing themselves and others.

CHARGING AND REMISSIONS POLICY

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered, at the same time trying to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

Relationship to Other Policies

The policy complements the school's Equality Policy, Curriculum Policy, Finance Policy, Educational Visits Policy and Teaching and Learning Policy.

Roles and Responsibilities of Headteacher, Other Staff and Governors

The Headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours; however, governors have agreed that voluntary contributions may be requested
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education; however, governors have agreed that voluntary contributions may be requested
- Supply teachers to cover for those teachers who are absent from school

- accompanying pupils on a residential trip
- Transport provided in connection with an educational trip; however, governors have agreed that voluntary contributions may be requested

2. Activities for which charges may be made:

- Activities outside school hours - non-residential activities (other than those listed in paragraph 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities - board and lodging costs (but only those costs) of residential trips deemed to take place during school hours; however, pupils whose parents are in receipt of certain benefits (see paragraph 3 below) may not be charged for board and lodging costs; residential trips are deemed to take place outside school hours (other than for those activities listed in para 1 above); when any trip is arranged, parents will be notified of the policy for allocating places.
- Music tuition - for individuals or groups of any appropriate size.

3. In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This Charging and Remissions Policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

- Parents in receipt of Income Support
- Parents in receipt of income-based Jobseekers Allowance
- Parents in receipt of support under Part VI of the Immigration and Asylum Act 1999
- Parents in receipt of Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Parents in receipt of a Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances which will be decided by the Governing Body, taking into account whether additional help is justified.

4. The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Give parents as much notice as possible of all trips
- The school's established system for parents to pay in instalments

- It will be possible to arrange to pay by instalments beyond the date of the trip when a trip arises at short notice.
- Acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.