

Datchet St Mary's C of E Primary Academy

Charging and Remissions Policy 2016



Background

We recognise the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupil's education. We aim to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities. We believe that all pupils should have equal opportunity to benefit from school activities and visits (curricular and non-curricular) independent of their parents' / carers' financial means. This policy describes how we do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Status

Statutory policy required by the Academy's Funding Agreement.

Roles and Responsibilities of the headteacher, other staff and governors

The head teacher, other staff and governors will ensure that the following applies:

1. No charges will be made for:

- a. Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- b. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- c. Education on any trip that takes place during school hours
- d. Education on any trip that takes place outside school hours if it is part of the National Curriculum
- e. Education provided on any trip that takes place during school hours
- f. 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
- g. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- h. Transport provided in connection with an educational trip (e.g. swimming)
- i. Admissions
- j. Curriculum required examination fees.

2. Activities for which charges may be made:

- a. Non-residential activities
Non-residential activities (other than those listed in (1) above) which take place outside school hours.

b. Residential activities

Board and lodging costs (~but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see (3) below) will not be charged for board and lodging costs.

Residential trips deemed to take place outside of school time (other than those listed in (1) above).

When any trip is arranged parents/carers will be notified of the policy for allocating places.

c. Music Tuition

Music tuition for individuals or groups up to four people.

d. Extended services (e.g. Breakfast Club)

e. Early Years / Foundation stage pupils' learning journals

3. Families qualifying for remission or help with charges

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 and carers in particular circumstances. The level of reduced charge will be determined by the Headteacher on a case by case basis. Criteria for qualification for remission are given below.

Parents/carers who can prove they are in receipt of:

- Income Support
- Income based job-seekers allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided 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 (£16,109 for 2013/14)
- The guarantee element of State Pension Credit

4. Charge Will Not Exceed Costs

Charges made will not exceed the actual cost of the activity divided by the number of children participating.

5. Voluntary Contributions

Parents may be asked to make voluntary contributions for any outing or journey organised by the school. Although the matter of the voluntary contribution will not be a factor in deciding whether the pupil is allowed to participate in an activity to be financed by voluntary contribution, the school reserves the right to determine whether the level of voluntary contribution is sufficient to allow the activity to take place. It will be made clear to parents/carers that the contribution is voluntary and whether or not the trip can be funded

without the voluntary contributions.

Arrangement for Monitoring and Evaluation

The Resources committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the remissions awarded (without giving names) and the sources of those remissions. It will seek to evaluate the impact of the Academy’s extended services on those children most in need of additional support.

Policy produced by..... (Print)
Approved by..... (Sign)
Print Name..... Date.....