



Charging and Remissions Policy

Values

We are a Church of England School and all our work is underpinned by core Christian values of faith, hope and love.

Vision

To provide a high quality, holistic education, enabling everyone to flourish and achieve through developing their intellectual, spiritual, physical and emotional wellbeing.

Aims

Create a safe, enjoyable and nurturing learning environment
Provide outstanding pastoral care for everyone
Value, encourage and equip every member of the school team in their respective roles
Create a culture of high expectations through all areas of school life
Create a motivating learning environment through inspirational teaching
Support all children to engage fully in their own learning and promote a love of learning
Encourage each child to develop self-confidence, practise care and respect for others
Welcome difference and celebrate all that we can learn from each other

North Hinksey Primary School believes that all children 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 and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:
 - voluntary contributions may be requested
 - charges will not be made
 - charges will be made
 - charges may be waived

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to children. All requests for voluntary contributions will emphasise their voluntary nature and the fact that children of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable or unwilling to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. No charges will be made for

- An admission application to any maintained school
- 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 child is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for children learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of Religious Education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school, although if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may be made.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential trip

4. Charges will be made for the following:

- Residential and non-residential activities (other than those listed above as not incurring charges) which take place outside school hours, but only if the majority of the time spent on the activity takes place outside school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.
- The board and lodging costs only of residential trips deemed to take place during school time. However, those pupils whose parents are in receipt of certain benefits will be exempt from paying the cost of board and lodging – please refer to the remissions policy below.
- Music tuition for individuals or appropriately-sized groups of pupils to play a musical instrument or to sing, and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

5. Other matters

- When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.
- If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

It is the policy of North Hinksey C E Primary School that charges may be made as indicated below for optional extras. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed the actual cost (per child) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them;</i>	E.g. A clay model – a charge to cover the cost of the clay.	
Charges will be made for music tuition	The cost, or a proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual child or groups of up to four children.	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	

5. Remissions

In order to remove financial barriers from pupils, the Local 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. The policy below sets out the circumstances in which such charges will be waived.

Children who are eligible for free school meals (or have been eligible during the past six years) are entitled to have their school trips payments funded by the school. In order to qualify for funding for school trips, children must be eligible according to the Department of Education criteria (listed below) and the school must have received proof of eligibility at the time of eligibility. This does not include children who receive a free lunch as part of the Universal Infant Free School Meals scheme unless they are also eligible according to the criteria below.

The school will approach parents whose children are eligible for free school meals in confidence to inform them of their entitlement for funding for school trips.

Eligibility criteria for free school meals

From 1st April 2018, children who receive, or whose parents receive one or more of the following support payments are entitled to receive free school meals:

- Universal Credit with an annual net earned income of no more than £7,400 (after tax and not including any benefits received)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Parents/carers may approach members of staff with queries concerning charges, or voluntary contributions, in complete confidence. The headteacher will consider seeking additional grants from external charities, or waiving part or all charges or contributions in cases of financial hardship.

6. Additional considerations

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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- When a one-day trip is being planned that is likely to total £20 or more per child, parents will be asked in advance if they will be willing to pay the approximate voluntary amount to guide the planning of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against children from families on lower incomes and we will avoid this method of selection.

Signed:..... Headteacher

Date:

Signed:..... Chair of Governors

Date:

Policy review date: