

# SHILLINGTON LOWER SCHOOL

## CHARGING AND REMISSIONS POLICY

### Rationale

School activities are an important part of the learning programme for all pupils. 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.

### Aims

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.

### Guidelines

#### 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 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
- 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
- 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.

#### Activities for which compulsory charges may be made

##### *Activities outside school hours*

Non-residential activities (other than those listed above) that 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*

All costs relating to residential trips, the charge will not exceed the actual cost. However, pupils whose parents are in receipt of certain benefits (see below) may not be charged for all of the costs.

When any trip is arranged parents will be notified of the policy for allocating places. Activities which can be charged for are regarded as "optional extras".

##### *Music tuition*

Music tuition for individuals or groups of up to four pupils.

### Voluntary Payments

Voluntary payments may be sought for activities such as day trips, transport, other activities, school equipment and school funds generally. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay. Requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that children of parents who do not contribute will not be treated any differently. Parental agreement will be obtained before a charge is made and where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

Where necessary voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group, not only those showing a willingness to pay.

### **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 may be offered at no charge or a reduced charge to parents in particular circumstances. Pupil Premium may be used for this.

This remissions policy sets out the circumstances in which charges may be waived.

Parents in receipt of:

- Income Support
- Income-based Jobseekers 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
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.

### **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:

- all trips will be published at least one month in advance
- parents will have the opportunity to pay in installments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip
- we will avoid a "first pay, first served" basis of selection since this discriminates against pupils from families on lower incomes

### **School Meals**

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the governing body.

### **Library/Reading Books**

Should library books/reading books be lost or damaged, parents will be required to either replace like-for-like the book or pay the school £10 per book.

### **Roles and responsibilities**

The Head Teacher will ensure that this policy is applied and has discretion to decide on the level of reduces charges.

### **Monitoring and review**

The Standards, Teaching and Learning Committee of the governing board will monitor the impact of this policy by receiving, on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

This policy will be reviewed by the Resources and Planning committee every three years.

### **Links to Other Policies**

This policy complements the school's Equality and Curriculum Statements and Education Visits Policy.

## References

The policy has been informed by:

Maintained schools - Education Act 1996, section 457.

<http://www.legislation.gov.uk/ukpga/1996/56/section/457>, accessed 30 April 2014  
Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

<http://www.legislation.gov.uk/uksi/1999/2255/contents/made>, accessed 30 April 2014  
The School Information (England) (Amendment) Regulations 2012.

<http://www.legislation.gov.uk/uksi/2012/1124/made>, accessed 30 April 2014

## **ANNEX A: DEFINITION OF RESIDENTIAL TRIP IN SCHOOL TIME**

If the number of school sessions on a residential trip is equal to or greater than 50 percent 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 two sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.