

Charging and Remissions Policy



Introduction

Palterton Primary School is an inclusive school. This policy reflects our inclusive practice. All staff and volunteers in our school work to ensure that **all** pupils are able to access their right to high quality education. We believe that all pupils should be able to attend school for every session that the school is open. Where pupils and their families have specific needs our school will work with them to support individual action plans. Through developing strong relationships with pupils and families we are committed to ensuring that all pupils achieve, and aim to exceed their potential.

Links to other policies

The implementation of this policy is linked to the implementation of the following policies:

- Equal Opportunities Policy
- Disability Discrimination Policy
- Race Equality Policy
- Special Educational Needs Policy
- Inclusion Policy
- Behaviour Policy
- EVC Policy

Charging and Remissions Policy

Introduction

The staff and governors of Palterton Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parent/carers' financial means. 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.

Aims

This Charging and Remissions Policy describes how we will do our best to ensure that 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.

Voluntary Contributions

All requests for voluntary contributions in order to offer a wide range of experiences and visits to children will emphasise their voluntary nature. Pupils of parents and carers who do not make such contributions will be treated no differently from those who have.

If insufficient contributions are raised, the trip or activity may have to be cancelled. The decision to cancel a trip will be made by the Headteacher. The Governing Body will be notified of any decisions taken to cancel a trip.

Occasions When Charges Will Be Made

Activities outside school hours

Where activities are in addition to the school day or National Curriculum coverage, parents and carers are asked to meet the full cost.

Residential Visits

For residential visits which take place during school time, charges will be made for the costs relating to board and lodgings involved in each visit. Pupils whose parents and carers are in receipt of certain benefits (see Remissions section below) may not be charged for board and lodgings in certain circumstances.

Individual Music Tuition

School may bring in outside tutors to teach individual or small group music tuition with the agreement of parents and carers. These will take place at an agreed cost to parents.

Lost or Damaged School Equipment/Books

Parents and carers should be aware that wilful damage to school buildings or property, or intentional loss of the same, may be charged to parents and carers by the school.

Use of Telephone for Private Telephone Calls

Adults needing to use the telephone for non-emergency calls will be charged at the standard BT rate.

Use of Photocopier

Adults using the photocopier for personal copying will be charged 5p per A4 sheet. All photocopying must be done in accordance with CLA User Guidelines.

Remissions

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. Parents who feel they have special circumstances should approach the Headteacher for an appointment to discuss the relevant issues.

Specific examples of circumstances that will be considered are:

- Pupils who are eligible for Free School Meals, or have received Free School Meals in the previous 6 years (Ever 6 pupils)
- Pupils where parents are receiving employment or disability benefits
- Pupils who are deemed as Looked After Children
- Pupils whose parents are in the Armed Forces

Where particular circumstances are applicable, and where support is requested, or payment refused, remissions will be offered against the cost of transport. Voluntary contributions for admissions charges to venues would still be requested.

The final decision with regard to assistance payments lies at the discretion of the Headteacher.

Roles and Responsibilities

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

- We shall publish notification of school trips and their approximate costs as far in advance as possible so that parents and carers can plan ahead.

- We have established a system, where appropriate, for parents and carers to pay in instalments.
- When an opportunity for a visit arises at short notice, it will be possible to arrange to pay in instalments beyond the date of the trip, in consultation with the Headteacher.

Equal Opportunities and Inclusion

The aim of this policy as stated above is to make our school and the opportunities we offer inclusive in practice. We acknowledge that some methods involved in organising activities for example, 'first to pay, first served' discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Approval and Review

This policy was approved by the Governing Body on

Period of review: every 2 years

Signed:

Ros Horsley – Headteacher

David Kirby – Chair of Governors