

# **Policy for Charging & Remissions Earl Soham Community Primary School**



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**Date of approval: \_\_\_\_\_**

**To be reviewed: September 2019**

**This policy has been adopted by the governing body and is signed by the chairperson on its behalf.**

**Approved by \_\_\_\_\_ (chair of governors)**

## **Introduction**

Governors at Earl Soham Community 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 parents' financial means (the use of 'parent' in this document refers to the parent/carer of a child attending Earl Soham Community Primary School).

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 pupils 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. This policy was written with reference to the DfE Fair Access Division document, 'Charging for School Activities' (2009). The review date for this policy is recorded at on the covering page of the document.

The policy identifies activities for which:

- charges will not be made;
- charges will be made;
- charges may be waived.

## **Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. See Section 6 below for information about voluntary contributions.

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 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.

## **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

### 1. School Journeys in School Hours

The board and lodging element of the following residential activity deemed to take place within school hours: annual residential for Year 6 pupils.

### 2. Activities outside school hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours: educational visits, lunchtime and after school clubs, performances and activities for pupils for which a charge is made e.g. school plays and discos.

### 3. Instrumental Music Tuition

The cost to the pupil for providing the following instrumental tuition organised by the school, not Suffolk LEA's instrumental team, for which a charge is made:

Charges will not be made in the following circumstances:

Where a pupil is in receipt of (or registered for) free school meals, the nationally agreed criteria for which is:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit (**without Working Tax Credit**) and an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

Current legislation allows pupils to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

### 4. Materials, Instruments etc.

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

### 5. General

- i) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- ii) Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## **Remissions**

Where the parents of a pupil are in receipt of:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit (**without Working Tax Credit**) and an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of the Governing Body.

### **Document History**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
Issue 1	September 2016	P Lambillion-Jameson	Amendment
Issue 2	September 2017	P Lambillion-Jameson	Amendment
Issue 3	September 2018	P Lambillion-Jameson	Amendment