



# **Attleborough Primary School**

## **Charging & Remissions Policy**

**Date: November 2021**

**Review: November 2022**

## **Purpose**

We 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'/carers' 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 pupils taking full advantage of the opportunities.*

## **Relationship to other school policies**

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

## **Roles and responsibilities of headteacher, other staff, governors**

The headteacher, staff and governors will ensure that the following applies:

### **1. 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 pupil 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 pupils on a residential trip

## 2. Activities for which charges may be 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 pupil) of provision*

- **Activities outside school hours**

Non-residential activities (other than those listed in 1 above) which 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).

All non-residential activities which take place wholly, or mainly **outside school hours**, where the child’s participation has been agreed in advance by the parent. Visits which take place wholly or mainly within school hours cannot be charged for by the School, except for Board and lodging when the visit is residential.

- **Residential activities**

Board and lodgings **in all cases** where a school activity involves pupil in a night away from home. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

The **full** cost of residential activities which take place wholly, or mainly **outside school hours**, where the child’s participation has been agreed in advance by the parent. The charge will include the cost of travel, entrance fees, insurance, books, equipment, instruments, materials and any staff (teaching or non-teaching) engaged specifically for the activity.

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

*Is a residential trip in or out of 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.

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

- Instrumentation tuition requested by parents for groups of 4 or less, unless it is required as part of the National Curriculum, or forms part of the syllabus for an approved public examination.

- Ingredients and materials needed for practical subjects (eg cooking, art and C.D.T), **but only if** parents indicate in advance a wish to receive the finished product.
- The cost of travel when a pupil makes use of transport **not** provided by the Education Authority or School to travel **direct** from home to an activity sanctioned, though not provided, by the Education Authority or School.
- Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

### **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/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

#### **Category A**

Parents/carers in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income as per latest Government policy
- Working Tax Credit run-on
- Universal Credit

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

#### **4. 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/carers can plan ahead
- we have established a system for parents/carers 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
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid

that method of selection. However, places may be secured by payment of a nominal deposit.

### **VOLUNTARY CONTRIBUTIONS**

The School will invite parents to make voluntary contributions to fund the cost of any such visits, **which will only take place if sufficient support is forthcoming**. On such occasions, there will be no obligation for parents to contribute and pupils will be treated the same, irrespective of whether their parents have made a voluntary contribution or not.

Following reconciliation of a School Visit, if there is a surplus of funds which is more than £5 per pupil, then a refund is made available to the parents who have contributed to the school visit.

### **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body 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