



Charging and Remissions Policy

Agreed by: Full Governing Body

Head teacher: Linda Hull
Chair of Governors: Sarah Rodda

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Introduction:

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which is kept under regular review. The Governors of Kidmore End Church of England Primary School have based this policy on the Oxfordshire County Council Model Policy on charging as well as taking into account guidance from the Department for Education (October 2014).

The Governors of Kidmore End 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. This remissions and charging 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.

This policy identifies activities for which:

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

and the status of voluntary contributions

No charges will be made for:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
2. Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for Religious Education;
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
4. Education provided by school staff on any trip that takes place during school hours;
5. Education provided by school staff on any trip that takes place outside school hours
 - a. if it is part of the National Curriculum, or
 - b. part of the school's basic curriculum for Religious Education;
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

Activities for which charges may be made:

a) Activities outside school hours

Non-residential activities 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).

b) Residential activities

Board and lodging costs of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs.

c) Residential trips deemed to take place outside school time

d) Music tuition

Music tuition for individuals or groups if this is not required as part of the National Curriculum

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% 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 Kidmore End Church of England Primary School that charges will (or may) be made as indicated below. 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

Activity or item which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i> ;	Eg. A clay model – a charge may be made to cover the cost of the clay.	Voluntary contributions requested
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Parents to pay all or some of the cost
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Help available for some categories, see below.

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

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of <ul style="list-style-type: none"> • Universal Credit in prescribed circumstances, Income Support, Income-based Jobseekers Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, Guaranteed State Pension • Free school meals for their children

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.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

1. No child will be excluded from an activity because parents are unable to pay.
2. If insufficient contributions are raised, the trip or activity may have to be cancelled.
3. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

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 try to adhere to the following guidelines:

- Parents may pay for expensive trips in instalments
- 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.