



Holywell Primary School

Charging and Remissions Policy

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| Status: | Statutory |
| Approval Body: | Governing Body |
| Review Frequency: | 2 Years |
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| Next Review: | Spring 2020 |



Holywell Primary School

Charging and Remissions Policy

1. Introduction

1.1 We believe 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 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.

1.2 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 each term so that parents can plan ahead.
- we have established a system for parents 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.

1.3 Charges will not exceed the actual cost (per pupil) of provision. Parental agreement will always be obtained before a charge is made.

2. Charging arrangements

2.1 Activities for which there will be no charge

- 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.
- 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.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

2.2 Activities for which charges may be made

a) Curriculum enrichment

a) Activities outside school hours

- Non-residential activities (other than those listed in 2.1 above), if more than 50% of the time spent on that activity takes place outside school hours. (**NB:** time spent on travel counts in the calculation if the travel itself occurs during school hours).

b) Residential trips

- The cost of board and lodging on residential trips deemed to take place during school time.
- Residential trips deemed to take place outside school time (other than for those activities listed in 2.1 above).

NB: A residential trip is deemed to take place outside school time if the number of school sessions taken up by the trip (there are two sessions in each **school** day i.e. 10 per week) is less than 50% of the number of half-days spent on the trip (each 24-hour period is divided into two half-days, one beginning at noon and one beginning at midnight i.e. 14 per week).

Example of residential trip outside school hours

A visit from noon on Thursday to 9pm on Sunday would count as 3 school sessions and 7 half-days.

| | | | | | |
|-----------|----------|----------|------------|----------|----------|
| Sessions: | Thursday | 1 | Half-days: | Thursday | 1 |
| | Friday | <u>2</u> | | Friday | 2 |
| | | 3 | | Saturday | 2 |
| | | | | Sunday | <u>2</u> |
| | | | | | 7 |

Example of residential trip during school hours

A visit from noon on Wednesday to 9pm on Sunday would count as 5 school sessions and 9 half days.

| | | | | | |
|-----------|-----------|----------|------------|-----------|----------|
| Sessions: | Wednesday | 1 | Half-days: | Wednesday | 1 |
| | Thursday | 2 | | Thursday | 2 |
| | Friday | <u>2</u> | | Friday | 2 |
| | | <u>5</u> | | Saturday | 2 |
| | | | | Sunday | <u>2</u> |
| | | | | | <u>9</u> |

As the number of sessions is more than 50% of the number of half days, the visit is deemed as taking place **during** school hours.

c) Music tuition

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

d) Nursery provision

Charges may be made for nursery provision over and above the statutory allowance.

e) Resources

Charges may be made for any resources such as materials, books, instruments, or equipment, where a parent wishes their child to own them.

3. Voluntary Contributions

The school will seek voluntary contributions from parents/carers in respect of the following activities:

- a) Where external providers are engaged to provide curriculum enrichment
- b) Educational trips

The contributions are not obligatory, but if insufficient contributions are received, the activity may not proceed.

4. 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 in particular circumstances. This remissions policy sets out the circumstances when this may apply. To qualify for remission parents/carers must be in receipt of one of the following benefits:

- Universal Credit in prescribed circumstances¹
- 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
- the guaranteed element of State Pension Credit
- income related employment and support allowance that was introduced on 27 October 2008

5. Arrangements for monitoring and evaluation

5.1 The Governing Body will monitor the impact of this policy by receiving an annual 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.

5.2 This policy will be reviewed every two years.

¹The government plans to prescribe the circumstances when Universal Credit is fully rolled out.