



A FAMILY, A FOUNDATION, A FUTURE

# Whitminster Endowed C of E Primary School

## Charging and remissions

Written by: A Parry-Jones

Agreed by finance governors: Autumn Term 25

Annual Review – Autumn Term 26

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.

### What was consulted?

The policy has been informed by *A Guide to the Law for School Governors* and the DFE Guidance: Charging for school activities, Departmental advice for governing bodies, school leaders, school staff and local authorities

### Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, offsite 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 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
- 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

#### 2. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

visits to museums/ places to enrich the curriculum

sporting activities which require transport expenses;

swimming takes place in school time and is part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the swimming costs at Dursley Leisure Centre and transport.

outdoor adventure activities;

visits to or by a theatre company;

musical events.

## Activities for which charges may be made

### a) 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).

### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

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.

### c) Music tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

All music tuition is provided by independent music teachers who come in to school to carry out the lessons. All charges and contracts are between the provider and the parent.

*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 thing 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>	For example, a clay model – a charge to cover the cost of the clay.	Financial support available for Pupil premium pupils
Charges will be made for music tuition	Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.	Financial support available for Pupil premium pupils
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost Parents are able to pay in weekly instalments	Remission of up to 75% on a case by case basis at the Head Teacher's discretion.
The school organises swimming lessons for Y5/6 children in the Summer terms.	Parents are able to pay in weekly instalments	Financial support available for Pupil premium pupils

## 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 a reduced charge to parents/carers in particular

circumstances. This remissions policy sets out the circumstances in which charges will be reduced. 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. Depending on the circumstances of family, the governors may continue to support these families for up to a year after they are no longer in receipt of these benefits.

Universal credit (provided you have a net income of £7400 or less)

Income support

Income-based jobseekers' allowance

Income-related employment and support allowance

Support under Part IV of the Immigration and Asylum Act 1999

The guaranteed element of state pension credit

Child tax credit, provided that you are not also entitled to working tax credit and have an annual gross income of £16,190 or less

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

*In exceptional circumstances, parents/carers may make an application to the head teacher setting out additional circumstances for consideration of assistance with charges. The head teacher will then bring this application (which will be anonymous) to the chair of finance committee for further approval.*

#### **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 the details of any trip with as much notice as possible (and the approximate cost) so that parents/carers can plan ahead
- we have established a system for parents/carers to pay in instalments
- 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.

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

The Finance Committee of the governing body will monitor the impact of this policy through discussion of the pupil premium strategy and cost centre reports termly.