# CHARGES AND REMISSION POLICY

**Status:** Approved

## CHANGE HISTORY

<table>
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<tr>
<th>Issue Number</th>
<th>Issued On</th>
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<tr>
<td>1</td>
<td>12th June 2018</td>
<td>GB to determine</td>
<td>Reformatted</td>
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<tr>
<td>2</td>
<td>12th March 2019</td>
<td>GB to determine</td>
<td>Updates made based on consulting with DfE Guidance and consultation with other schools</td>
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## APPROVED

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<th>Date</th>
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<tr>
<td>School</td>
<td>10.12.19</td>
<td>A. Stockdale</td>
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<td>Governing Body</td>
<td>10.12.19</td>
<td>E. Gibson</td>
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1 Charges for School/Out-of-School Activities

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, experiences/visitors or other equipment)
   • 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/through experiences and visitors 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 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
   • transport provided in connection with an educational trip (e.g. PE).

2. Activities for which charges may be made:
   a) Activities outside school hours

   Non-residential activities (other than those listed 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 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).

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

   c) Music tuition
Music tuition for individuals or groups of pupils which are extra-curricular. Arrangements for these lessons are strictly between the tutor and the parent directly, although the school will support discussions around payment wherever necessary e.g. in the event of non-payment or the need to use Pupil Premium funds to support this.

d) Non-Statutory Swimming Lessons

Lessons for non-statutory swimming take place in our on-site swimming pool during school hours. These are run for Reception through to Year 5 and are available at a cost to parents/carers. Key Stage 1 and Early Years have 2 lessons a week and Key Stage 2 (excluding Year 6) have one. Additional swimming activities outside of lessons take place throughout the summer term and are not chargeable e.g. Year 5/6 swimming gala.

2 Voluntary Contributions Towards Trips and Experiences

While this policy relates to the imposition of direct financial charges on trips and activities, it should be noted that (throughout the year) a number of trips and experiences will be organised on the basis that a voluntary contribution is made by parent/carers. Families will be made aware that contributions are entirely voluntary and also that, where these are insufficient, trips and experiences will not take place. This is likely to include off-site trips that link to the curriculum and on-site experiences where experts/a production team are invited in.

The voluntary contribution will be calculated by ascertaining the total cost of the visit (e.g. transport, insurance, entrance fees including parent helpers, tutor fees etc.) and dividing this equally by the number of children (and chargeable adults making up the required ratio) known to be eligible for participating in the visit.

The school may, if appropriate subsidise the level of the voluntary contribution by allocating school funds or using fundraising or grant money.

The school aims to give parents/carers as much notice as possible before trips particularly those requiring a voluntary contribution, detailing clearly the cost of the trip from the offset and what parents are paying for and by benchmarking against previous trips. Parents in financial difficulty will be given options to support them.

Please note - It is customary for all classes to make at least one educational visit per year.
3  Participation in Trips and Events

All children will be treated equally whether or not their parents have contributed. No child will be excluded from a trip or event because of monetary issues.

If parents specify in advance that they do not wish their child to take part in an educational visit or event for a specific reason e.g. health/religious grounds etc, the child will remain in school and a voluntary contribution will not be sought.

4  Breakages and Fines

The school shall ask parents to pay the cost of replacing a broken window or defaced, damaged or lost book or piece of equipment where this is the result of pupil’s behaviour.

This will also apply to items such as:

- reading scheme books
- library books
- exercise books
- text books
- rulers, pens, pencils, crayons
- PE equipment
- musical instruments
- science and technology equipment

5  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/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.

Parents/carers in receipt of

- Income Support/Pupil Premium
- 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

• Guaranteed State Pension

The school will use any appropriate source of funding including;

- John Huntingdon’s Charity
- School Fund - depending on availability
- Pupil premium

Applications to John Huntingdon Charity (JHC) will be made by the parent.

Child Protection Statement
At Icknield Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.