

Policy approved at Governors: 30/11/20
Due for renewal: December 2021



NORTH NEWTON COMMUNITY PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

1. Purpose of Policy

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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2. Relationship to other policies

The policy compliments the school's finance policy, off-site visits policy and the teaching and learning ethics of North Newton School.

3. Roles and responsibilities of Headteacher, other staff and governors

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

(a) 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

(b) Items for which charges may be made:

- Activities outside school hours – Non-residential activities (other than those listed in (a) 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).

- Residential activities – Board and lodging and all activities deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions) will be entitled to a reduced rate. Residential trips deemed to take place outside school time (other than for those activities listed in (a) overleaf). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size outside of the National Curriculum.
- Transport costs for activities to enhance learning such as Wow days, educational trips.
- Swimming lessons

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge in these circumstances the school may ask for a voluntary contribution from parents.

The school will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). The head teacher or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

4. Remissions – (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, swimming, visits and residential trips where charges can legally be made will be offered at no charge or a reduced percentage charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

The Governors have agreed that:

- Families receiving Universal Credit, Income Support, Working Family Tax Credit and Pupil Premium will be exempt from the full cost; they will be expected to pay a lower percentage of the cost. This will be dependent on the number of pupils for the specific trip. However the higher the number of pupils from families receiving benefits, the higher the percentage those parents will be expected to pay in order to avoid the school budget being overspent.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

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 advise parents of residential trips with at least two terms notice so that parents can plan ahead

- We have established a system for parents to pay in instalments as well as online payments.
- 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.

It is the policy of the Governing Body to devolve responsibility to the Headteacher:

- to look at individual cases where parents have been unable to give a donation.
- to agree how to fund shortfalls for activities.
- to subsidize using Pupil Premium funds for one-to-one, group tuition, activities and residential trips, at the Headteacher’s discretion.

5. Breakages and Replacements

We may charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Signed... M.R.G. Chair of Governors

Date.....1st December 2020.....