



Charging and Remissions Policy

Reviewed January 2020

KILMORIE
PRIMARY SCHOOL

Reviewed By Julia Baldwin: January 2020
Agreed by governors October 2020

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This 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.

Status

Statutory

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

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- b) Education for pupils playing musical instruments (or singing) if it is required as part of the National Curriculum
- c) Education provided on any trip that takes place during school hours, however the school may invite parents to contribute to the cost of the educational activity. All contributions are voluntary.
- d) 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
- e) Swimming, the school organises swimming lessons for one year group. Lessons take place in school time and are part of the national curriculum
- f) transport provided in connection with some educational trips (e.g. swimming).

2. 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). 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.
- d) Breakages and Fines, the governors reserve the right to ask parents to pay for the cost of replacing any item such as:

Broken Windows, defaced, damaged or lost books, replacement reading and homework diaries, any item damaged as a result of unsatisfactory behaviour

e) The school has the right to refuse further activities to families who are in debt to the school for outside of school hours activities, until such time that the debt is cleared.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that 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
- 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
- Pupil Premium entitlement

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial 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.

Review January 2021

KILMORIE
PRIMARY SCHOOL