



## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

This policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

### **Voluntary contributions**

When organising school trips, visitors or visits to enrich the curriculum and the educational experience of the children, the school invites parents 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 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 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. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums: places of interest
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- Music Events

- Visitors delivering workshops to pupils

### **No charges will be made for:**

1. Education provided during school hours (including the supply of any materials, books or other equipment)
2. Education provided outside of school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.

### **Activities for which charges may be made:**

#### **1. Activities outside of school hours**

Non-residential activities which take place outside of school hours but only if the majority of the time spent on that activity takes place outside of school hours (time spent on travel counts in this calculation).

#### **2. Residential activities**

Board and lodging costs of residential trips deemed to take place during school time, however, pupils who parents are in receipt of certain benefits may not be charged for board and lodgings.

Residential trips deemed to take place outside school time.

#### **3. Music Tuition**

Additional music tuition provided by Durham Music Service.

#### **4. Loss and damage to school property**

Parents of pupils who damage or lose any item of school property or equipment, including windows or computer software, are liable for the costs of repair or replacement. This formal statement has to be made available to all parents. In reality, most problems are resolved amicably.

#### **5. Swimming lessons**

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and parents are expected to provide the necessary equipment such as swimming costume, hats and goggles. Hats can be purchased from the swimming baths at Wolsingham Comprehensive.

### **Residential visits**

If the school organises a residential visit in school time, or weekends we suggest a subsidised charge to cover the costs of board and lodging and travel. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

### **Is a residential visit in or out of school time?**

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours. Whatever the starting or finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with either noon or midnight.

It is the policy of Stanhope Barrington CofE Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

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.

### **Remissions**

In order to remove financial barriers from disadvantaged children, the governing body has agreed that some activities and visits, where charges can legally be made, can be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

### **Families qualifying for help or remission of charges**

If remission or help is available in relation to a particular charge it is indicated to parents or carers to which it will apply. Criteria for qualification is given below.

#### **Category A**

Parents in receipt of:

- Income support
- Income-based job seekers 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 the Inland Revenue) does not exceed £15,000
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in the following circumstances:

The Governing body will decide each case on its own merits.

### **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 will publish a list of residential visits (and their approximate costs) at the beginning of the school year so that parents can plan ahead.
- We will provide a 'savings scheme' where parents can pay weekly or monthly amounts to save up for a residential visit in instalments.
- We acknowledge that offering opportunities on a 'first come first served' basis discriminates against families on low incomes and we will therefore avoid that method of selection.