

Charging and Remissions Policy

Purpose

We believe that all pupils at Giles Junior School 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 the school will do its best to ensure a good range of visits and activities is offered whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities and complying with regulations.

This policy is based on the Adamson model document 'Charging and Remissions Policy', accessed through the Clerkwise web site on 17th March 2017.

Equality Impact

This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

Who/What was consulted?

The policy has been informed by DfE guidance on charging for school activities. For further information refer to the DfE document 'Charging for School Activities' dated October 2014:-

<https://www.gov.uk/government/publications/charging-for-school-activities>

Relationship to other School Policies

This policy is cross-referenced to the Complaints Procedure, the eSafety and Data Protection policy, the Health and Safety policy, the Behaviour policy, the SEND/Inclusion policy and the Whistleblowing policy.

This policy compliments the school's Equality and Child Protection policies.

Roles and Responsibilities of the Headteacher, other staff and governors

The Headteacher will ensure that the following applies and that this information is available for parents.

During the school day:-

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take children between the school and the activity.

This **excludes** charges for teaching an individual or groups of children to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs, such as school visits.

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation (such as A Life - a PHSE provider, historical and theatre groups) to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example musical theatre and dance clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of any examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential Trips

Charges will be made for board and lodging, except for pupils whose parents are in receipt of any of the following allowances (and who have notified the school of this):-

- Income Support
- Child Tax Credit
- Disability Living Allowance
- Income-based Job Seeker's Allowance.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating Charges

When charges are made for an activity, whether during or outside the school day, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fund raising. As much notice as possible will be given to parents of the activity and the charge for it.

Parents who qualify for support are those in receipt of the allowances listed above.

Best value will be sought in planning activities that incur cost to the school and/or charges to parents.

Extended Services

Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.

Remissions

In addition to the remissions covered above, the following reductions in charges are also made for Pupil Premium (PP) children, those that have claimed FSMs in the last 6 years), and current Free School Meal (FSM) children:

After School Clubs -	PP = 50% off,	FSM = Free
PE Uniform only -	PP = 50% off,	FSM = Free
Y6 PGL -	PP = 20%,	FSM - additional assistance if required
Violin -	FSM only - free violin lessons funded by County.	

Arrangements for Monitoring and Evaluation

The Resources Committee of the school's governing body will monitor the impact of this policy by receiving a termly financial report on those activities that resulted in charges being levied, the subsidies/remissions awarded (without disclosing names of the recipients) and the source of any subsidies and evidence of impact on pupil's learning.

Date for review

March 2018

Distribution:-

A copy of this policy will be available to:-

- a) all school governors
- b) all teaching staff (if requested)
- c) Parents, on request.

Approved.....Date **29 March 2017**