



# Edwards Hall Primary School

## Charging and Remissions Policy

<b>Reference:</b>	Charging and Remissions Policy
<b>Responsibility of:</b>	School Business Manager
<b>Date Issued:</b>	May 2017
<b>Governor Approved:</b>	May 2017
<b>Review Date:</b>	May 2020

## Rationale

*At Edwards Hall Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents financial means.*

*At Edwards Hall Primary School this charging and remissions 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.*

## Charging

- **Day and part day educational visits.** For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.
- **Visiting groups (e.g. theatre groups) or speakers who may charge the school for their services.** For events occurring during school time the Headteacher may invite a voluntary contribution from parents to meet the cost of the event. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.
- **Classroom materials.** No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials.
- **Instrumental music tuition.** Teachers from the County Peripatetic Music Service may provide lessons during the school day and parents are requested to cover the full costs of these lessons providing no more than four children are taught at any one time. Charges may be waived or reduced for children whose parents are in receipt of benefits and make an application to the Head teacher.
- **Residential Visits within school time.** The cost of educational activities and travel may be covered by voluntary contributions as above. However the cost of board and lodging may be charged for, except for parents who are receiving some state benefits. These parents will be told of their rights to claim free activities.

In all the above cases the Governing Body will ensure that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

- **Residential visits outside school time.** Parents will be charged for the full cost of the visit. Charges may be waived or reduced for children whose parents are in receipt of Free School Meals and make an application to the Head teacher.
- **Residential visits partly in school time.** To decide whether this type of activity is an optional extra the following rules will be applied. A 50% test will be carried out. The

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number of half days (A half day is defined as any period of 12 hours ending with noon or midnight) taken up by the activity, including travel, compared with the of school sessions the participants would have attended had the activity not taken place. If the number of school sessions is less than 50% of the number of half days taken up by the activity the whole activity is deemed to be outside school hours.

*In all cases where events are cancelled due to lack of support, monies already paid will be returned to the payee.*

This policy will be reviewed every 3 years by the Governing Body and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy on Charging.

## Remissions

At Edwards Hall Primary School in order to remove financial barriers from 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 in particular circumstances. This remissions policy sets out that circumstances in which such charges will be waived.

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

Remission is available if you are in receipt of the following:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed Element of State Pension Credit
- Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
- Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit.

### **Additional considerations**

- We have an established system to all parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip
- Where possible, especially for residential visits we will aim to give as much notice as possible
- 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 where-ever possible.

### **Disability Equality Analysis**

This policy has been written with reference to and in consideration of the school's Equalities Analysis. Analysis will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.