



Willow Wood Primary School School Charging and Remissions Policy

Policy on charging for and remissions for school activities

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

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 should be read in connection with the charging for school activities advice that was published in November 2013.

1. The policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. No charges will be made for

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
2. 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
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school
5. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
6. Education provided on any trip that takes place during school hours
7. Education provided on any trip that takes place outside school hours
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
8. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

4. Activities for which charges may be made

a) Activities outside school hours

Non-residential activities 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 of residential trips deemed to take place during school time. However pupils whose parents are in receipt of certain benefits or where pupils are eligible for the pupil premium grant (see remissions policy below) may be supported with board and lodging costs. See the additional DFE guidance attached to this policy.

Residential trips deemed to take place outside school time.

c. Payments Parents and carers will be provided with clear information about payment schedules, instalment options and available support where appropriate.

d) Music tuition

Music tuition for individuals or groups of up to 4 pupils

Is a residential trip 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 (even if some activities take place late in the evening). Whatever the starting and 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 noon or midnight on any day.

It is the policy of this school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

5. Remissions

In order to remove financial barriers from disadvantaged 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 the circumstances in which charges will be waived. Requests for remission or financial assistance will be considered confidentially and sensitively to ensure no pupil is disadvantaged because of financial circumstances. Where support is available through Pupil Premium or other school funding, families may be offered assistance.

6. Families qualifying for remission or help with charges.

Children who are eligible for the pupil premium grant will be supported. Criteria for qualification for remission are also given below for residential visits and the learning of Musical Instruments are:

Parents in receipt of

- Universal Credit,
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14)
- Guaranteed State Pension

7. 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 shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- Established a system for parents to pay in instalments where high-cost educational visits are concerned
- When an opportunity for a trip arises at short notice, it may be possible to arrange to pay by instalments beyond the date of the visit.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will NOT apply that method of selection.

