

St Mary's C of E Primary School

Charging and Remission Policy



Part of the ethos of St Mary's is to offer pupils a broad and balanced curriculum. It is therefore important that we offer pupils a wide range of educational experiences. These include sporting activities, trips, and residential experiences. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) regardless of their parents/carers financial means. This policy outlines how we do our best to be inclusive, removing barriers which may prevent some pupils taking advantage of educational opportunities.

Roles and responsibilities of the Principal, all staff, Governors

The Principal, Staff and Governors will ensure that no charge will be applied for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Tuition for pupils learning to play musical instruments (or singing), if the tuition is required as part of the National Curriculum and is timetabled.
- Education provided on any trip that takes place during school hours.
- 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip e.g. sports fixture.

A contribution may be requested for the following activities:

- Transport provided in connection with swimming lessons.
- 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).
- 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 may not be charged for board and lodging costs. When residential trips take place outside school time the parents/carers will be notified of the places available and the arrangements.
- Music tuition.

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body will consider that, in particular circumstances, some activities where charges can legally be made will be offered to parents/carers at no charge or a reduced charge. This remissions policy sets out the circumstances in which charges will be waived.

Criteria for qualification for remission are given below:

To 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

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.

Date Implemented: January 2016

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: January 2017