



South Rise

PRIMARY SCHOOL

Charging and Remissions Policy

Reviewed policy agreed by GB on:	Spring 2016
Reviewed policy shared with staff on:	Spring 2016
Policy to be reviewed again on:	Spring 2018
Committee responsible for review:	Resources

CHARGING AND REMISSIONS POLICY

Purpose of Policy

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

Relationship to other policies

The policy complements the school's Freedom of Information policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of Executive Head Teacher, Head of School, other staff and governors

The Head of School, staff and governors will ensure that the following applies:

No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- 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.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- 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. However, Governors have agreed that Voluntary Contributions may be requested.

Activities for which charges may be made

- Activities outside school hours – Non-residential activities (other than those listed 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 are in receipt of certain benefits (see below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

Families qualifying for remission or help with charges

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. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing 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
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified. This could include the use of Pupil Premium funding where appropriate.

Staff will exercise sensitivity and confidentiality when dealing with the financial situation of parents and families.

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) as early as possible in the term or the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- 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.

Malicious Damage

Where it can be proved that a child or group of children have caused malicious damage to school property or resources a charge will be made to parents/carers for the repair or replacement thereof.

Breakfast Club and Kool Kids After School Club

Charges are made for the use of our Breakfast and After School Club Facilities and should be paid daily or weekly in advance.

Late Collection Charges

We may charge for the care of a child/children if they are not collected on time at the end of the school day. Our current charges are £10 for the first half an hour with an additional £5.00 for each 15 minutes (or part thereof) after that. Charges will only be made after a written warning has been given or when it is deemed that the late collection is for an unacceptable reason.

We will charge for late collection of children from our After School Club. Our current charges are £10 for the first 15 minutes with an additional £5.00 for each 15 minutes (or part thereof) after that.

Freedom of Information Requests

The School can charge a fee for photocopying, printing and postage. The table below details our costs for photocopying and printing.

Number of Pages	Maximum Fee	Number of Pages	Maximum Fee
1 - 19	£1.00	100 - 149	£10.00
20 - 29	£2.00	150 - 199	£15.00
30 - 39	£3.00	200 - 249	£20.00
40 - 49	£4.00	250 - 299	£25.00
50 - 59	£5.00	300 - 349	£30.00
60 - 69	£6.00	350 - 399	£35.00
70 - 79	£7.00	400 - 449	£40.00
80 - 89	£8.00	450 - 499	£45.00
90 - 99	£9.00	500 +	£50.00

We will also make a standard charge for postage and packaging where it is not possible for items to be collected. Postage charges will be in line with current Royal Mail postage charges.