



# **Charging and Remissions Policy**

January 2016

## **Charges for School Activities**

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole, or in part, from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure, as far as possible, that all children are able to take part, irrespective of their circumstances. Where possible, school will allocate an annual budget to subsidising trips to ensure that the activities are available to all. The school will be proactive in seeking additional sponsorship and funding to support these curriculum enrichment activities.

The law recognises that charges may be made to parents in certain defined circumstances and has discussed the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Hillview Primary School has decided that until further notice its policy will be as follows:

### **Day visits.**

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. Where voluntary contributions and school subsidy do not cover the cost of the proposed visit then the decision will be taken to cancel the event and parents informed of the reason for the cancellation.

For visits outside school time parents will be charged for all allowable costs.

### **Residential visits during school time.**

The school will invite voluntary contribution from parents to meet costs other than children's board and lodgings. When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- **Eligibility for Free School Meals**
- **Income Support (IS)** - a copy of your letter from Jobcentre Plus that clearly states that you receive Income Support
- **Jobseekers Allowance (JSAIB)** - a copy of your letter from Jobcentre Plus that clearly states that you receive Income-based Jobseekers Allowance.
- **Support for Asylum Seekers (AS)** - a copy of your letter from the Home Office that confirms you receive support provided under part V1 of the Immigration and Asylum Act 1999.
- **Child Tax Credit (CTC)** - you must provide a copy of your tax credit award notice (form TC602) for the current financial year. This must show that you do not receive Working Tax Credit and that your annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- **Guaranteed Pension Credit (GPC)** - a copy of your M1000 Pension Credit Award Notice from the Department for Work and Pensions, which clearly shows that you are in receipt of the Guarantee element of State Pension Credit.
- **Employment and Support Allowance (ESA)** - a copy of your letter confirming you are in receipt of this benefit.

These may receive a discount on the total cost, which is at the discretion of the Headteacher in consultation with the pastoral Manager. Evidence is required to apply for this reduction.

### **Residential visits outside school time.**

Parents will be charged for the full cost of the visit, including all allowable costs and board and lodging. Allowable costs include: The pupil's travel and subsistence costs; Materials, books, instruments and other equipment; Non-teaching staff; Costs of teaching staff where separately engaged under a contract for services for the visit or activity; Entrance fees to museums, castles, theatres, etc.; Insurance costs.

### **Classroom Materials.**

No charge will be made for materials or equipment. However, for certain practical activities (technology, cookery, model making etc.) parents are invited to make a voluntary contribution to cover costs. Where parents would like to possess the finished product, the school reserve the right to charge the cost or require the supply of the necessary materials.

### **Lost or Damaged Equipment**

The School allows children to take home reading books on a regular basis. Any reading books defaced, damaged or lost whilst on loan may be charged for at replacement value. Should a lost book be found subsequently and returned in good condition, monies paid will be refunded in full. Children also have access to many educational materials. If anything is damaged wilfully, parents will be notified and asked to either replace in kind or be charged for replacement or repair.

### **Visiting Groups**

Theatre groups i.e. puppeteer, musicians, writers etc. are invited in to work with the children about once per term in our policy to provide an enriched curriculum. To cover the costs parents will be asked to make a voluntary contribution.

All charges may be waived or reduced at the discretion of the head teacher where application is made.

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