

THE CANONS CE PRIMARY SCHOOL



Charging & Remissions Policy

**Adopted by Governors
September 2015**

INTRODUCTION

This policy has been formulated in accordance with Authority's guidance on: Charging for school Activities. As a general principle the governing body of the school recognises that all education provided wholly or mainly during school hours should be free.

AIM

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which contributions will be requested from parents.

CONTENT

Educational Visits and Events

We arrange Educational Visits for each year group and invite visitors into school to enhance the curriculum.

In the DfES Guidance 'A guide to the law for School Governors' (Chapter 18 Charging for School Activities) it is stated that:

"Education provided during school hours must be free. Although schools cannot charge for school time activities, they may still invite parents and others to make contributions. Governing bodies should also make it clear that children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this should be explained to them 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. The essential point is that no pupil should be left out of an activity because his or her parents/guardian cannot or will not make a contribution."

When an activity is proposed, parents will receive written notification and will be asked whether or not they would be prepared to make a voluntary contribution. If following receipt of response forms, the activity can go ahead, parents will be given a letter outlining the following:

- Details of the activity including venue, date, times, programme for the day and any special arrangements (clothing etc.)
- The amount of the contribution requested and details of what is covered (e.g. admission and transport.)
- The option to pay instalments.
- An invitation to parents with financial difficulties to speak to the Head Teacher.

Children who have Free School Meals will receive a packed lunch from the school when an activity extends over their lunchtime.

It will be made clear that the children will require no additional money for such activities. On occasions the school will ask parents / carers to make voluntary contributions, e.g.

- For visits to places such as museums, farms, activity centres where the school incurs an entrance charge and transport costs if applicable.
- For visits to places of entertainment for plays, musical events, etc. and transport costs if applicable.
- For residential visits to activity centres, including the cost of board and lodging and transport costs if applicable.
- To subsidise the costs of swimming lessons provided at the local leisure centre.

The contributions sought must be voluntarily given and pupils of parents who are unable or unwilling to contribute will not be discriminated against by being refused the opportunity to participate.

Where there are insufficient voluntary contributions to make the activity financially viable the planned visit must be cancelled, unless the shortfall can be met from school funds.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. These support payments are:

- Income-Based Job Seeker's Allowance (JSA)
- Income-Related Employment and Support Allowance (ESA)
- Guarantee Element of State Pension Credit
- Both Income-Based and Contribution-Based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the Income-based amount is greater, but not if the contribution-based amount is greater
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

It is our accepted practice for parents receiving the above to be asked to pay part of the cost, each case will be considered individually. However, no child will be excluded if this is not acceptable to the parents concerned.

This policy statement was adopted by the governing body on _____

This Policy was ratified on: _____ and will be reviewed in line with WCC recommendations every 2 years.

Signed by the Headteacher/

Chair of Governors