



# Albert Pritchard Infant and Wood Green Junior Federated Schools



# Charging & Remissions Policy

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Date of Issue: **October 2017**

Review Date: **October 2018**

This is to confirm that the Governing Body of Albert Pritchard Infant and Wood Green Junior Federated Schools accepted the attached Policy at Governing Body meeting on.....

Signed.....*L Turner*..... Date.....*24/1/2018*.....

Print Name.....*L TURNER*..... Chair of Governors

Albert Pritchard Infants and Wood Green Junior Federated Schools believe that every pupil 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 are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. The Governors state that no profit is made on any trips or residential visits and that best value is always sought to keep costs as low as possible.

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. The review date for this policy is recorded at the end of the document.

This policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

#### **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.

#### **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.

If we do not receive sufficient voluntary contributions, we may cancel an optional extra or activity. If an optional extra or activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in an optional extra or activity, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the optional extra or activity.

Sometimes the school pays additional costs in order to support the optional extra or activity. Parents have a right to know how each trip is funded. The school provides this information on request.

### 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 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Swimming Tuition – although the cost and policy for this is reviewed annually by Governors.
- Sporting, or other activities where children are representing the school;
- Visitors to school to support a curriculum area;
- These activities are funded either from the School Budget (where Governors have granted permission for this to be the case) or from School Fund.

### Activities for which charges may be made

1. Optional Extras - The following is a list of possible additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - Visits to museums;
  - Outdoor adventure activities;
  - Visits to the theatre;
  - School trips;
  - Musical events;
  - Transport to and from visits;
2. Residential Visits - If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging. In addition, voluntary contributions will be requested to cover the cost of travel. However, pupils whose parents are in receipt of certain benefits (see Remissions below) may not be charged for board and lodging costs. If parents are experiencing financial difficulty they are invited to contact the Executive Head teacher to discuss the situation.
3. Loss and Damage to School Property - The parents of a child, who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.
4. Clothing - The uniform list provides the maximum flexibility to parents as to where they can purchase uniform items and regarding style in order for parents to obtain best value. The school will supply essential protective clothing when necessary e.g. aprons.

5. Items sold by the School - The school makes a number of items available for purchase by pupils e.g. healthy snack items or toast at playtime. Costs are kept as low as possible and the school takes advantage of bulk purchasing possibilities. Any profits are directly reinvested for the pupils' benefit e.g. school fund for fun activities or towards additional equipment.
6. Ingredients/Materials for Practical Subjects - Normally all ingredients and materials will be provided, though on some occasions, pupils may be requested to bring in low cost items from home for food technology lessons and to supply equipment to supplement that owned by the school; failure to provide these will not exclude a child from the activity. However, in cases where a child wishes to retain the finished produce, a small charge may be made.
7. Extra-Curricular Clubs - School requests that parents pay for the cost of any extra-curricular clubs, where the school incurs a cost for the provision of the service. The cost per week of each club will be reviewed each year and the cost of the club will be clearly stated to parents before they sign up for the club. Payment must be received before the child is able to take part in the after school club. Since the club is outside of the educational day, if a parent does not pay for the club, their child will not be able to participate.
8. School Dinners - School requests that all hot dinners are paid for in advance using our 'Schoolcomms' system. Parents wishing their child to have dinners will need to pay for the dinners in advance to cover the relevant days/dates. If a child does not have a dinner paid for them, then the parents will be contacted and asked either to pay or to provide sandwiches for their child. Dinners that are not paid for in advance will only be provided in emergency situations and at the discretion of the Executive Head Teacher.
9. 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 e.g. board and lodgings on residential visits will be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

#### Families qualifying for remission or help with charges-

Parents 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 the Inland Revenue) does not exceed £14,155
- Guaranteed State Pension

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 optional extras and activities at the beginning of each school year so that parents can plan ahead

- Where possible we will establish a system for parents to pay in instalments.
- When an opportunity for an optional extra or activity arises at short notice it will be possible to arrange to pay by instalments beyond the date of the optional extra or activity.
- Where possible consult parents with regard to the cost of an optional extra or activity prior to making a confirmed booking.

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