



## **CHARGING AND REMISSIONS STATEMENT**

### **1: Introduction**

All education during normal school hours is free. There will be no charge for any activity undertaken as part of the National Curriculum. The schools provide all books and equipment to be used at school.

The schools recognise the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make towards pupil's personal and social education. We always try to subsidise the cost of the visit and it is our policy that every child should have the opportunity to go.

Charges will be made for individual or group music tuition if it is offered in the school. The school will ensure that on no occasion where charges may be levied, as for example, for residential or other visits, any pupil is disadvantaged solely by their inability to pay.

### **2: Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school will invite parents to contribute to the cost of the trip. All contributions are voluntary. If insufficient voluntary contributions are received, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will be allowed to participate fully in the trip or activity. It may be necessary for the school to pay the additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school will provide this information on request.

The following is a list of additional activities or costs which may be organised by the school and for which voluntary contributions from parents may be required. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips which incur entry fees or transport **costs**;
- musical events
- artists or drama workshops held in the school
- cooking or art activities during the school day but only if the pupil takes the item home and the teacher has advised the parent/s prior to the activity

### **The following are exempt from our remissions policy**

- book club where the pupil purchases books to take home
- after school clubs which are run independently or incur additional staffing costs

- after school activities i.e. disco's etc.
- school uniform (parents may purchase uniform from the school) this is exempt from the remissions policy
- school photographs (parents may purchase photographs taken from an independent photographer in school) this is exempt from the remissions policy

Parents will be given notification of any activities which may require a voluntary contribution and further information about time, place, and date, length of stay, additional equipment and nature of activities undertaken.

Parent's do not need to pay the voluntary contribution upon request but can make arrangements to pay in instalments.

### **3: 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, there is no charge for the education. However, a charge to cover the costs of board and lodging and a voluntary contribution for transport and activity costs will be sought. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Head of School. For visits made out of school hours, a charge equivalent to the full cost of the visit will be made.

### **4: Music Tuition**

All children study music as part of the normal school curriculum. There is no charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum.

### **5: Swimming**

The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. .

### **6: Damage and Breakages**

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence. The school may ask parents to pay for damage to school property or equipment where this is a result of a pupil's misbehaviour.

### **7: General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. This statement has been informed by 'A guide to the Law for School Governors.'

### **8: Freedom of Information Act**

Where a request is made for information held by the school under the Freedom of Information Act, the school will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.

### **9: Remissions**

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. Pupils that will be considered are:

Pupils from parents who receive:

- 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
- Guaranteed State Pension

Parents should see the Head Teacher in confidence.

Moorside Primary School is committed to ensuring that all pupils are offered the full curriculum and have been involved in projects linked with Poverty Proofing. We seek to use our Pupil Premium funding in a responsible manner to support our disadvantaged pupils.

Initial Consultation with staff	November 2012	S&F Committee Nov 2012	FGB 10.12.12
Policy Reviewed	May 2016	S&F Committee 27.6.16	FGB 11.7.16
Policy review date	Sept 2017	Reviewed in light of structure changes	Reviewed SMT
Policy review date	Sept 2018	Annual check	Reviewed SMT
Next review	Sept 2019	Annual check	S&F October 2019