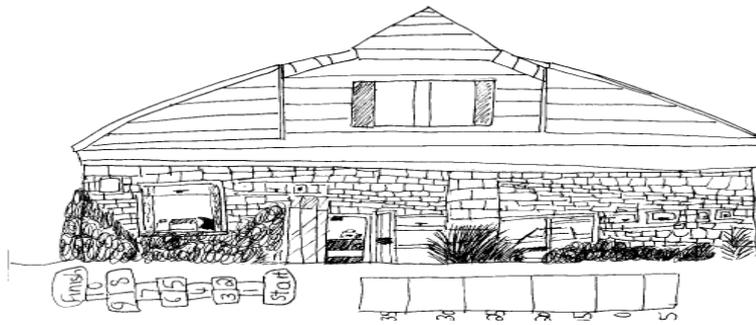


**Graveley Primary**  
**School**  
**A Church of England**  
**(VC) School**



**Charging and**  
**Remissions Policy**  
**Summer 2017**

**Next review - Summer 2018**

Chair of Governors  
A. Swinson

**Graveley Primary School**  
**Charging and Remissions Policy**

**Status**

Statutory

**Purpose**

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits 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 and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

**What was consulted?**

The policy has been informed by *A Guide to the Law for School Governors* and the DfE guidance "*Planning and Funding Extended Schools*" and "*Charging for School Activities*" (January 2009).

**Roles and responsibilities of headteacher, other staff, governors**

The headteacher, staff and governors will ensure that the following applies:

**1. No charges will be made for**

- Education provided during school hours.
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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.
- 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.

## **2. Activities for which charges may be made**

### a) Activities outside school hours

Non-residential activities (other than those listed in 1 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).

### b) Residential activities

Board, travel 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 point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to four pupils. Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, clay models, cookery ingredients, motors etc	Yes
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Yes
Charges will be made for the board, travel and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Deliberate destruction of school property in line with Graveley's Behaviour Policy.	Charge will be the cost of the item. For expensive items parents may pay in instalments - for example the deliberate destruction of a	No

	laptop.	
School visits	A contribution to cover the cost of a child attending a school visit or activity may be requested to assist with the overall cost of the trip/ activity. Trips may be cancelled if costs cannot be covered and alternative provision made within school.	No pupil will be discriminated against if their parents cannot pay a contribution for financial reasons. Parents are encouraged to discuss this with the Head.
Deposit for locker key (Year 6 only)	£7.00 cash deposit requested in case of lost keys. The deposit is returned on the last day of term in July upon receipt of the key. If a key is lost, a replacement will be cut using the deposit. A new deposit will be requested before the new key is handed over.	No.
Deposit for library books if lost. (with effect Sept 2016).	£10.00 cash deposit per family will be requested upon entry to the school. If a book is not returned: <ul style="list-style-type: none"> <li>- Within a month, a reminder letter will be sent out.</li> <li>- Within 6 weeks, a second reminder letter will be sent out.</li> <li>- Within 8 weeks,</li> </ul>	

	<p>a notice will be issued informing the parents that a replacement book will be purchased using the deposit. A new £10.00 deposit will be required for any future borrowing.</p>	
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**d) Additional written reports**

The school will provide basic information regarding the academic and social development of a child in the form of their annual report together with their last assessment results. Requests from parents to provide additional written information for private schools will be charged at £25 per request to reflect the significant amount of time taken by school staff to complete these. However, a generic report will be created at the first request and used subsequently to keep costs down. If a private school requests a specific form to be completed, parents will be charged an additional £25.

Requests for passport application signatures will also be subject to £5 fee.

**3. 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. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

## **Category A**

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 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. In addition, the school holds an 'enrichment' budget which is ring-fenced from Pupil Premium money. This may be used to fund/part fund:

- Day trips
- Residentials
- Swimming
- School uniform
- Breakfast Club
- Other items at the discretion of the Head.

This is allocated to children under the following criteria:

- Post LAC (Looked After Child)
- Pupil Premium
- Ever 6.

Funding is not generally used to support LAC with these activities as foster carers are in receipt of payments towards the cost of living.

#### **4. 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) at the beginning of 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.

#### **Arrangements for monitoring and evaluation**

The Finance and Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support. The school may alter/ cancel trips depending on contributions particularly if the activity could take place within school.

#### **5. Outstanding Debts**

In the event of a parent accumulating significant debts for school items, these will be paid off in the following order:

- School lunches
- Residential trip(s)
- School trip(s)
- After school club(s)

Pupils may be stopped from attending after school clubs should a debt accrue.