

Ryders Hayes School

A Primary Learning Academy



Charging and Remissions Policy

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'Do the right thing to be the best you can be'... 

CHARGING AND REMISSIONS POLICY

Our Vision

To nurture and facilitate the growth of our pupils and their learning; equipping them with the skills and attributes to embrace the challenges of a rapidly changing world. To enjoy success for today and be prepared for tomorrow, by instilling the values of: enquiry; adaptability; resilience; morality; effective communication; thoughtfulness; collaboration; respect ; international /open mindedness, and growth mind-set.

Rationale

We believe that all our pupils 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 is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other policies

This policy compliments the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

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

Charging Policy

1. No charges will be made for:

- 1.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- 1.2 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.
- 1.3 Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- 1.4 Swimming lessons for children that need support in learning how to swim as part of the National Curriculum. We make no charge for this activity and we inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

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2. Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary.

2.2 If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

3. Activities for which charges may be made:

3.1 Activities outside school hours – Non-residential activities which take place outside school hours, such as after school sports clubs and arts and drama clubs.

3.2 Residential activities – Board and lodging costs and travel 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 these costs. When any trip is arranged parents will be notified of the policy for allocating places.

3.3 Small group or individual music tuition as an additional curriculum activity which is not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers and charges are made for these lessons. We give parents information about additional music tuition at the start of each academic year.

3.4 Charges may be requested from parents where school books, planners, smart sacks etc. are lost or damaged beyond repair.

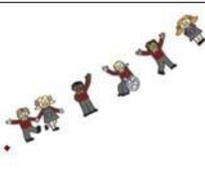
3.5 Charges may be made for damage caused as a result of a pupil's behaviour causing breakages and damage to school buildings, furniture or property.

4. Families qualifying for remission or help with charges

4.1 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. Criteria for qualification for remission are given below:

Parents in receipt of:

- Income Support
- Income based job seekers allowance
- Income related Employment and Support Allowance

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- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit (provided families are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after families stop qualifying for Working Tax Credit) or Universal credit

4.2 Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

5. 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.

- 5.1 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
- 5.2 Where costs may be considered to be a burden on a family's finances we have established a system for parents to pay in instalments
- 5.3 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
- 5.4 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.

Reviewed Annually by Governors

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