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THORPEDENE PRIMARY SCHOOL

CHARGING & REMISSION POLICY

Signed by Chair of Governors

Date: _____

Rationale:

At Thorpedene Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents financial means.

At Thorpedene Primary School 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.

Charging:

- *Day and part day educational visits:*
For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. The maximum charge for any day trip will be £20.00.
- *Visiting groups (e.g. theatre groups) or speakers who may charge the school for their services:*
For events occurring during school time the Headteacher may invite a voluntary contribution from parents to meet the cost of the event. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.
- *Classroom materials:*
No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials.
- *Instrumental music tuition:*
School Music teachers may provide lessons during the school day and parents are requested to pay a subsidised amount towards the cost of these lessons. Charges may be waived or reduced for children whose parents are in receipt of some state benefits and have made an application to the Headteacher.
- *Residential Visits within school time:*
The cost of educational activities and travel may be covered by voluntary contributions as above. However, the cost of board and lodging may be charged for, except for parents who are receiving some state benefits. These parents will be told of their rights to claim free activities. In all the above cases the Academy Committee will ensure that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained 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.

- *School Lunches:*
Currently free for Reception, Years 1 and 2.
£2.30 per meal for Years 3 - 6.
Christmas lunch is charged at £2.50 (Years 3 – 6).
- *Extra-curricular clubs:*
Maximum £2.00 per week
- *Water Bottles and Swimming hats:*
These cost £1.00 each.
- *Performances:*
Donations to designated charities.
- *Non-Uniform Days:*
Up to £1.00 (for various Charities)
- *Music Festivals:*
A charge is made for tickets, which is decided by South East Essex Schools Music Association (SEESMA) and is paid to SEESMA. SEESMA pays towards the cost of the coach. KS1 parents are charged if they go on the coach with the children – approx. £2.50.
- *Swimming:*
We invite a voluntary contribution of £1.50 per session from parents to support the cost of swimming tuition and pool hire.

This policy will be reviewed biannually by the Finance and Personnel Committee of the Academy Committee and may be amended if appropriate.

Any eventuality not covered for by this policy will be considered by the Headteacher and Academy Committee members and a decision made in line with the LA Policy on Charging.

Remissions:

At Thorpedene Primary School in order to remove financial barriers from pupils, the Academy Committee 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 that circumstances in which such charges will be waived. Families qualifying for remission or help with charges:

Remission may be available if you are in receipt of the following:

- Income support or income-based Job Seekers Allowance; • Child Tax Credit with an annual taxable income of less than £16,190
- Pension Guarantee Credit
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999.

Additional considerations:

- We have an established system to all parents to pay in instalments for trips and events
- 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
- Where possible, especially for residential visits we will aim to give as much notice as possible
- 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 where-ever possible.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.