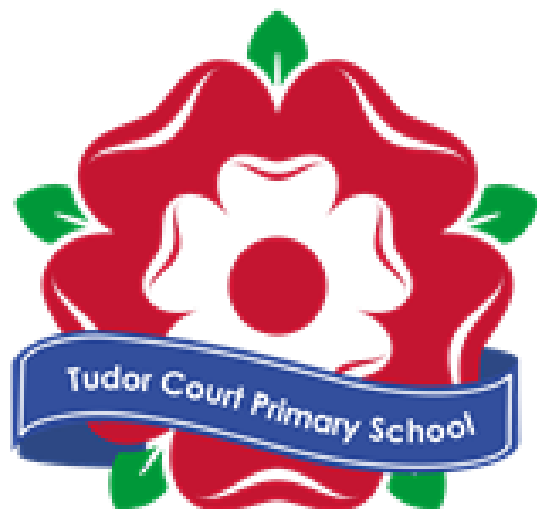




TUDOR COURT PRIMARY SCHOOL

CHARGING AND REMISSIONS

Reviewed	September 2022
Assigned to Committee	FGB
Frequency of Review	Every 2 years
Approved by the Governing Body	December 2022

INTRODUCTION

We believe that all of 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 while minimising the financial barriers which may prevent some pupils from taking full advantage of the opportunities available.

RELATIONSHIP TO OTHER POLICIES

This policy compliments the school's Equality Policy Equal Opportunities, Curriculum Policy and Educational Visits Policy.

ROLES AND RESPONSIBILITIES OF THE HEAD TEACHER, OTHER STAFF AND GOVERNORS

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

1. No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) unless they are deliberately damaged or lost
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions will be requested
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum 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. However, Governors have agreed that voluntary contributions will be requested

Where the voluntary contributions are insufficient to support the cost of a trip, the trip may be cancelled. If a decision is taken to proceed with a trip, it may include children whose parents have not paid any contribution

2. Activities for which charges may be made

- Non-residential activities (other than those listed in Section 1) which take place outside of school hours. This criteria is only applicable where 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).
- Additional 'special events' e.g. attending a sport event or theatre trip where there may be a limited number of spaces available
- Residential activities – Board, lodging and transport costs of residential trips deemed to take place during school time. However, depending upon their circumstances, parents who are in receipt of certain benefits (see Section 3 below) will be charged a reduced rate or, the total cost may be waived.
- Residential trips that take place outside of school hours (other than those activities listed in

Section 1 above)

- When a trip is being arranged parents will be notified of the policy for allocating places
- Music tuition – for individuals or groups of any appropriate size

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 section sets out the circumstances in which charges will be waived. The criteria for eligibility for the remission of charges is shown below. The criteria is the same as that required for eligibility for Pupil Premium) i.e. *Parents in receipt of*

- Income Support
- Income based jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing 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 who do not meet the criteria above, may apply for assistance with costs in exceptional circumstances. The Governing Body will decide whether to grant the application.

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 term 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 parents may 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