

# ROXETH PRIMARY SCHOOL



**POLICY FOR CHARGING FOR AND REMISSIONS FOR SCHOOL  
ACTIVITIES  
(Revised October 2018)**

***OUR MISSION STATEMENT***

***Equality, Excellence, Education***

***Together at Roxeth we can achieve***

## ROXETH PRIMARY SCHOOL

### POLICY FOR CHARGING FOR AND REMISSIONS FOR SCHOOL ACTIVITIES (Revised October 2018)

Roxeth Primary School believes 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 and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. **The policy identifies activities for which:**
  - charges will not be made.
  - charges will be made
  - charges may be waived

2. **Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

***The Law says:***

*If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.*

*No child will be excluded from an activity because parents are unable to pay.*

*If insufficient contributions are raised, the trip or activity may have to be cancelled.*

*If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.*

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

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
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;
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
4. Education provided on any trip that takes place during school hours;

5. Education provided on any trip that takes place outside school hours
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - c. part of the school's basic curriculum for religious education;
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

#### 4. Activities for which charges may be made

##### a) Activities outside school hours

Charges may be made for non-residential activities (other than those listed 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

For residential trips deemed to take place during school time.

Charges may be made for the travel, board and lodging costs of that trip.

#### 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% 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 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

**It is the policy of Roxeth Primary School that 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 travel, 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 may be made for any materials, books, instruments, or equipment, <b>where a parent wishes their child to own them;</b>	E.g. A clay model – a charge to cover the cost of the clay.	Variable

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	Subsidised for category A and pupil premium pupils
Charges will be made for the travel, board and lodging component of residential trips	The charge will not exceed the actual cost.	

## 5. Remissions

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 may be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

### 7. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Parents should approach either the class teacher or Headteacher for clarification. Criteria for qualification for remission are given below.

#### Category A

<p>Parents in receipt of:</p> <ul style="list-style-type: none"> <li>• Income Support (IS);</li> <li>• Income Based Jobseekers Allowance (IBJSA);</li> <li>• support under part VI of the Immigration and Asylum Act 1999;</li> <li>• Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);</li> <li>• the guarantee element of State Pension Credit;</li> <li>• an income related employment and support allowance that was introduced on 27 October 2008;</li> </ul> <p>Additional categories of parents/carers may claim help with some costs in some circumstances may be on occasion <i>decided by the head teacher and governing body.</i></p> <p>Universal Credit is a new benefit for people of working age on a low income, which is administered by the Department for Work and Pensions (DWP). It's a single monthly payment which will eventually replace:</p> <ul style="list-style-type: none"> <li>▪ Income Support</li> <li>▪ Income Related Job Seeker's Allowance</li> <li>▪ Income Related Employment Support Allowance</li> <li>▪ Housing Benefit</li> <li>▪ Working Tax Credit/Child Tax Credit</li> </ul> <p>In Harrow, Universal Credit will be phased in gradually from 2018 by postcode area.</p>
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To find out when you may be eligible for Universal Credit, please refer to the [eligibility section](#) of the government's Universal Credit webpages. If you pay council tax in Harrow and wish to claim Council Tax Support, you must [make a claim to Harrow Council online](#).

Where the school has agreed to implement charges for the activities listed for those children in receipt of pupil premium grant funding (PPG) the school has agreed to subsidise on a case by case basis contributions and costs.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

#### **8. Charging for Breakages, damage or loss**

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for willful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund to the cost of £5.

#### **8. 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 at the beginning of the school year so that parents can plan ahead
- On occasion consideration will be given to parents not claiming Category A benefits where family circumstances suggest support is needed
- We have established a system for parents to pay in instalments when appropriate
- 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 where possible
- Support for cases of hardship will come through voluntary contributions, fundraising and school budget
- The Governors reserve the right to charge parents if their child is found to be responsible for the wilful destruction of school property.

Date: October 2018 reviewed by the Governing Body

Date for review: October 2020

#### **References:**

<https://www.gov.uk/government/publications/charging-for-school-activities>