Windy Arbor Primary School

Charging and Remissions Policy

Policy written by:	Jane Taylor
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Ratified by Governors on:	January 2023
Signed:	Jane Taylor
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Charging and Remission Policy

Philosophy
We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
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'/carers' financial means. This 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.

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 (including the supply of any materials, books, instruments or other equipment).
• 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
• 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 (e.g. swimming).

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 and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers 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).
When any trip is arranged parents/carers will be notified of the policy for allocating places.
c) Music tuition
Music tuition for individuals or groups of up to four pupils.

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/carers 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/carers in receipt of
• Universal /Credit
Child qualifies for Pupil Premium Grant

• 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

Parents are not in debt with dinner money

The Governing Body has agreed to pay the cost of transport for 1 trip per year group for pupils' activities for the academic year 2022-2023 for all pupils. When arranging a chargeable activity parents who are qualify for any of the above, will be invited in confidence for a remission of charges in full or part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.

Arrangements for monitoring and evaluation
The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly 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.