



# Heart of the Community

## Western Springs Community Primary School



# Charging and Remissions Policy

## **1. Aims**

- 1.1 At Western Springs Primary School 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 and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.
- 1.2 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.
- 1.3 The policy identifies activities for which:
- Charges will not be made;
  - Charges will be made;
  - Charges may be waived;
  - Voluntary contributions will be required.

## **2. Activities for which charges will not be made**

- 2.1 Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 2.2 Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- 2.3 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.
- 2.4 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.
- 2.5 Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- 2.6 Transport provided in connection with an educational trip.

## **3. Activities for which charges may be made**

- 3.1 Non-residential activities (other than those listed in 3 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). See Appendix A.

3.2 Board and lodging costs (but only those costs) of residential trips deemed to take place during school time, however pupils whose parents are in receipt of certain benefits (see remissions, section 5) may not be charged for board and lodging costs.

3.3 Music tuition for individuals or groups of up to four pupils.

#### **4. Remissions**

4.1 Remissions of charges are available for additional services provided by Staffordshire County Council which we at Western Springs School have decided to offer our pupils, e.g. residential visits to Shugborough Outdoor Education Centre.

4.2 The qualification criteria for these remissions are the same as those for claiming free school meals. This means that if a child is in receipt of free meals he/she will automatically qualify without any additional information being required.

#### **5. Voluntary contributions**

5.1 Separately from the matter of charging, school 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 differently from those who have.

5.2 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, his/her child will be given an equal chance to go on the visit.

Reviewed: September 2017

Accepted by Governors