

# The Federation of Grove House and Kings Park Infant Schools

## Charging and Remissions Policy

### Rationale

*At The Federation of Grove House and Kings Park Infant Schools 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 The Federation of Grove House and Kings Park Infant Schools 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.*

### Implementation of Policy

The policy adopted by The Federation of Grove House and Kings Park Infant Schools identifies activities for which:

- *Voluntary contributions may be requested*
- *Charges will be made*
- *Charges will not be made*
- *Charges may be waived*

### Voluntary Contributions

- *At The Federation of Grove House and Kings Park Infant Schools separate from the matter of charging the school may 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 states:***

***If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset. No child will be excluded from an activity because his or her parents are unable or unwilling to pay. If insufficient***

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***contributions are received, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.***

**At The Federation of Grove House and Kings Park Infant Schools charges will not 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 instrument (or singing) if the tuition is required as 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 religious education.*
4. *Education provided on any trip that takes place during school hours (see 4a)*
5. *Education provided on any trip that takes place outside schools hours (see 4a):*
  - *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*
6. *Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.*
7. *Transport provided in connection with an educational visit.*

**At The Federation of Grove House and Kings Park Infant Schools charges will be made for:**

**a) Activities outside school hours**

Residential and 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).

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b) When any trip is arranged parents will be notified of the policy for allocating places. This would recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

c) **Residential visits during school hours**

The 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 policy below) will be exempt from paying the cost of board and lodging.

d) **Music tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

## 5) **Optional extras**

### ***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. Charges may be made for optional activities that are known as ‘Optional Extras’. Any charges made will not exceed the actual cost (per pupil) of provision.

## **Remissions**

At *The Federation of Grove House and Kings Park Infant Schools* in order to remove financial barriers from 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 remissions policy sets out that circumstances in which such charges will be waived.

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## **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. Criteria for qualification for remission are given below:

### ***Category a:***

Parents in receipt of

- *Income Support*
- *Income-based Jobseekers Allowance*
- *Support under part VI of the Immigration and Asylum Act 1999*
- *Child Tax Credit, provided that Working Tax Credit is not also receive and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190*
- *Guaranteed State Pension*
- *An income related employment and support allowance, introduced on October 27<sup>th</sup>, 2008.*

### ***Category b:***

- *Needs in line with The Federation of Grove House and Kings Park Infant Schools funding for vulnerable and disadvantaged families.*

## **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 term so that parents can plan ahead and residential visits at least six months*
- *We have established a system to parents to pay in instalments*
- *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 discriminated against pupils from families on lower incomes and we will avoid that method of selection.*

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## **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.

***Any questions or concerns regarding this policy should be made to Helen Parker - Headteacher.***