



The staff and Governors of Two Waters Primary School believe that all 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 that 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.

This policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

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

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. However, if insufficient contributions are raised, the trip or activity may have to be cancelled.

No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided on any trip that takes place during school hours;

It is the policy of Two Waters Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities outside school hours

Charges will be made in full for all activities 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). These activities include sports and other after school clubs and theatre trips. Charges will not exceed the actual cost (per pupil) of provision

Residential School Trips

The school is permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. In addition the school will also ask parents for a voluntary cost to cover travel and other expenses.

Where the trip takes place wholly, or mainly, during school hours, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

Instrumental Music Lessons

A charge will be made for music tuition undertaken in school hours. The cost, or a proportion of the costs, will be charged to parents for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.

Other charges

Charges will/may be made for any materials, books, instruments, or equipment, **where a parent wishes their child to own them**; e.g. charge to cover the cost of the clay for making a model or ingredients for food technology.

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 will be offered at no charge or a reduced charge to parents in particular circumstances.

Charges may be waived if 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 received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190 p.a.

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher in confidence. The final decision with regard to assistance payments lies with the Head teacher.

Refunds

Where an activity makes an unexpected surplus the school will offer a refund. In accordance with the guidance set out within the HCC Financial Handbook for Schools', Two Waters Primary School will make a refund where the surplus is either:

- £5 or more per person

Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has been made and that if the parent / guardian would like to take advantage of it they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.' All refunds will be made in cheque format in order to maintain a clear audit trail. Refunds donated to the school will be transferred to an appropriate budget heading, following approval from the Headteacher

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:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead. The indicative list will be filed on the website.
- We have established a system for 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 discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Policy Agreed by the Governing Body on

Signed (Chair of Governing Body)

Review Date: September 2019