

QUEENSWOOD SCHOOL



*Strengthening Our Community*

# Charging and Remissions Policy

**STATUTORY POLICY**

Agreed by Governors: Autumn 2016

To be reviewed: Autumn 2017

## **Introduction**

The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) and the guidance given from DFE "Charging for school activities" November 2013.

The policy compliments the information given in section 7.5 of the "Governors Handbook" and the DCSF guidance "Planning and Funding Extended Schools" and "Charging for School Activities" (January 2009).

## **Key Points**

- School cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Parents on low income and receipt of benefits are informed of any support available to them when being asked to contribute towards the cost of school visits.

## **Operating the policy**

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.

As a school we plan our curriculum to offer real life experiences to children to extend their understanding of the world. We aim to provide a rich, broad and balanced curriculum where environmental visits and arrangements for visitors into our school are given a key, integral role. This includes residential visits.

## **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If a trip goes ahead, it will include children whose parents have not paid any contribution.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child will participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;

- visits to or by a theatre company;
- musical events.

#### The Pupil Premium

The cost of trips and activities may be subsidised for children in receipt of the Pupil Premium Grant. Parents and carers will be so informed when these occasions arise.

#### Optional Extras

Where an "optional extra" is being provided, a charge will be made for providing materials, books, instruments or equipment.

- Activities not related to the National Curriculum taking place "out of school time" e.g. The Family Pantomime at Christmas
- Individual Instrumental Tuition - Individual instrument and vocal tuition not related to the National Curriculum purchased by parents from Telford & Wrekin music services.
- Materials used in craft subjects -Subject to the parents/carers having agreed in advance they wish to own the finished product.
- Items of school uniform with the school logo - can be purchased from the main office. The prices for these items are on display at the main office and on the School website.
- As part of school's disciplinary code - Parents/carers will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' behaviour as long as blame can be established.
- Board and lodging for a pupil on a residential visit.

#### Residential Visits

The school will charge for Board and Lodgings and the charge will not exceed the actual cost.

No charge will be made to parents and carers in receipt of

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Support under Part VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided 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

- Guaranteed element of State Pension Credit
- An Income Related Employment and Support Allowance that was introduced on 27th October 2008

(For residential visits to the Arthog Outdoor education centre only - parents in receipt of Working Tax credit with an annual income, as assessed by Her Majesty's revenue and Customs, that does not exceed £16,190, will also qualify for remission of board and lodging charges as described above. - this will increase with inflation each financial year)

This policy will be reviewed annually by the Governing Body.