



William Ransom Primary School

Charging and Remissions Policy

**Adopted by Governing Body Autumn 2022
To be reviewed Autumn 2023**

MISSION STATEMENT

At William Ransom, we are committed to providing our children with a safe and nurturing environment that will enable all children to reach their potential, academically, socially, physically and emotionally.

Our vision is that every child becomes a confident, self-motivated, resilient and independent learner with a life-long zest for learning.

Purpose

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 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.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

1. Whilst no charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- 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
- tuition for pupils learning to play musical instruments (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
- 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 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

A voluntary contribution will be sought for specific activities. (See section 3)

2. Activities for which charges may be made

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	Voluntary contribution for curriculum enrichment of at least £10 per annum.
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Remission for music fees in line with current regulations from the music service
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Help available through discussions with the school.

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).

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 percent 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 two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents/carers will be notified of the policy for allocating places.

c) Music tuition

Charges will be made for music tuition for individuals or groups of up to four pupils.

Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision

3. Voluntary Contributions

In order to assist with the cost of trips and to enable a wide selection of activities being offered, parents will be asked to make a voluntary contribution to help cover the cost of the trip. If a parent is unable to, or refuses to pay, the child concerned will not be penalised.

The wording used on all trip letters is as follows:

*You will remember that in line with the charging policy, it is necessary to ask for voluntary contributions for the visit to take place. In this instance the cost of the visit and coach will be £**** per child.*

As with all our school visits it is open to all children in the target group and we will not exclude anyone. However, in practice, this means that we must receive sufficient funds to cover all the costs, and, in effect, everybody pays their share. We do not make a profit on any visit and neither can we subsidise the visit itself out of our school budget. VAT is reclaimable on school journeys and for this to be done we are unable to make any excess. If we do not raise full coverage of costs then the visit will not go ahead. The price is levied to all the children as you can see from the fact that we announce the total cost before we receive replies, so no children are subsidised by those who are paying.

We also ask for a voluntary contribution to cover the costs associated with swimming. The School recognises that this is part of the National Curriculum but is not in the financial position to afford to pay for all pupils to go swimming.

Therefore we ask for a voluntary contribution to cover the cost of admission to the pool and for the required instructors. Currently it has been agreed by the governing body that the school will cover the cost of the coach. This type of expenditure will be reviewed annually.

4. Families qualifying for remission or help with charges

There are some activities, such as peripatetic music lessons and cycle training which can be accessed by parents at a reduced fee if they are in particular circumstances. This is often linked to Pupil Premium Grants (PPG) and all families are asked to register for PPG before discussing remission of fees with the school.

The criteria for qualifying for this remission is:

Benefits received	Free school meals	Help with music fees	Help with cycle training
Income Support or jobseeker's allowance	YES	YES	YES
Income related Employment Support Allowance	YES	YES	YES
Child Tax Credit with a taxable income no more than £16190	YES	YES	YES
Pension Credit (Guaranteed Credit)	YES	YES	YES
Support under part IV of the Immigration and Asylum Act 1999	YES	YES	YES
Working Tax Credit during the four week run on period.	YES	NO	NO

Universal Credit with an annual earned income no more than £7400	YES	YES	YES
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5. 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 at the beginning of the school year so that parents/carers can plan ahead
- we have established a system for parents/carers 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
- To help reduce the burden on home and school finances the school will assist parents in applying for financial support of some school activities from local charities and educational funding groups.
- All parents are encouraged to talk to the Headteacher about financial concerns regarding a school activity as soon as possible. All conversations remain strictly confidential.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy through regular financial updates.

Reviewed **Autumn 2022**
Next review **Autumn 2023**