



# **SAUNCEY WOOD PRIMARY SCHOOL**

## **Charging and Remissions Policy**

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<b>Reviewed</b>	<b>March 2021</b>
<b>Ratified</b>	<b>9<sup>th</sup> March 2021</b>
<b>Next review date</b>	<b>March 2022</b>

## **Purpose**

We believe that our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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.

## **Relationship to other school policies**

The policy complements the school's equality policy.

## **Roles and responsibilities of Headteacher, other staff, governors**

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

### **1. 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
- 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
- transport provided in connection with an educational trip.

### **2. Activities for which charges may be requested**

#### **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) Activities during school hours**

Non-residential activities (other than those listed in 1 above) which take place during school hours. These activities are regarded as "optional extras" and voluntary contributions will be sought. The charge will not exceed the actual cost (per pupil) of the provision. Pupils will not be treated differently according to whether their parents have made a contribution.

Activities provided by a private external company within school hours where the parents have entered into a payment agreement. For example: Art Club, tennis lessons, language lessons, dance lessons (that take place on site during lunchtime by prior arrangement with the Head teacher).

### **3. Families qualifying for remission or help with charges**

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 to parents in particular circumstances, for example where children are entitled to the Pupil Premium Grant. Any discussions with parents, or decisions made, will be confidential.

#### **Category A**

Parents/carers in receipt of:

- Free School Meals
- Pupil Premium Grant
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.

#### **Category B**

- Any circumstance where the Headteacher considers that the pupil would be disadvantaged as a result of not having the charges waived.

### **4. 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 when voluntary contributions are requested. 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 term, within the School Calendar, so that parents can plan ahead
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay 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.

#### **Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving information about the number of subsidies awarded (without giving names) and cost of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.