**ST ANDREW’S METHODIST PRIMARY SCHOOL**



**Charging & Remisions**

Reviewed February 2017

Headteacher Date:

Chair/Vice Chair of Governing Board Date:

Date of Next Review February 2018

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

**St Andrew’s Methodist Primary School**

**Charging & Remissions Policy**

**Introduction**

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition.

**Aims and Objectives**

The aims of this policy will:

 • set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;

 • clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

**Voluntary Contributions**

* When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
* 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, we do allow the child to participate fully in the trip or activity. Sometimes the school subsidise additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
* The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:

 • visits to museums;

 • fieldtrips and research visits;

 • outdoor adventure activities;

 • visits to or by a theatre company;

 • musical events.

**Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do suggest a voluntary contribution to cover the costs of boards and lodging. Parents and carers who received state benefits are given a reduction in the cost. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

**Swimming**

The school organises swimming lessons for Year 4 & 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity but we do ask for a voluntary contribution from the parent and carers to cover the cost of transport.

**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. This remissions policy sets out the circumstances in which charges will be waived.

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

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

**Additional categories for which parents may claim help with some costs:**

* All school trips will be subsidised by Walkden Methodist Church transport grant.

**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.

• We have established a system for parents to pay in installments

• When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments 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.

Reviewed Feb 17