



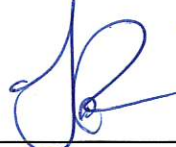
**Holy Trinity C. of E.**  
**Primary School**

**Charging and remissions  
Policy**

Written by: Mrs J Driver

Date 30/11/16

Ratified by Governors on: 06/12/16 Signed

 Jose Pussan  
Chair

Due for review: December 2017

# **Holy Trinity CE School - Charging and remissions policy**

## **Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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 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. No charges will be made for**

- music tuition whole classes (Wider opportunities) However, parents are asked to pay for individual/small group session (Breakout). In addition they may be asked to purchase books for their child's individual tuition and to pay for musical exams.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- ~~transport provided in connection with a national curriculum requirement (e.g. swimming).~~

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

#### **a) Educational visits and charged events in school**

Parents are asked to make a voluntary contribution to educational visits or charged events/visitors to cover the cost of fees, travel, insurance and admission fees. These payments may be made in instalments or waived (see remission of payments below). If insufficient contributions are made, the visit/event would be cancelled. Parents of children who are unable to go on a visit/attend an event because they are ill may apply to be reimbursed.

#### **b) Residential activities**

These may take place for older children and parents will be asked to pay for costs including food, accommodation, transport, admission fees, insurance and group passports. Heavy cancellation fees are often levied by such companies and once deposits have been collected and numbers confirmed we would be unable to refund any cancellations. Pupils in receipt of pupil premium would be able to obtain a 20% discount on the cost of these activities with the difference being made up through the pupil premium grant.

#### **c) Music tuition**

Music tuition for individuals or groups of up to four pupils.

#### **d) Breakage, loss or damage**

Pupils are encouraged to respect their school, school property and the property of others. For wilful breakages and damage, parents will be asked to pay for the cost of replacing defaced, damaged or lost items of school equipment where this is a result of a pupil's behaviour. Charges will be made to

recover the cost of the item. School planners are issued free at the beginning of the academic year however, any child losing their planner will have to pay £5 to cover the cost of a replacement planner. (except pupil premium - see below)

When any trip is arranged school will endeavour to find best value in order to keep prices low for parents. Parents/carers will be notified of the policy for allocating places.

### **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 or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for pupil premium are given below.

Parents/carers 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Children in receipt of pupil premium will not be asked to pay for educational visits and will receive a 20% reduction on the cost of any residential visit. In addition, any parent not in receipt of pupil premium who is unable to pay the cost of a visit in full will be offered the opportunity to pay in instalments. If any parent feels they are unable to make such payments by instalments may approach the head teacher to discuss the circumstances why they feel the charges should be waived.

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

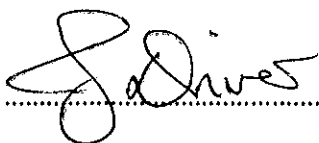
The Resources Committee of the governing body will monitor the impact of this policy they will seek to evaluate the impact of the school's extended services on those children most in need of additional support through analysis of pupil premium impact.

### **Date for review**

December 2018

Signed (Headteacher)

Signed (Governor)

  
.....

  
.....