



Swalecliffe Community Primary School

## Charging and Remissions Policy

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Date Agreed	19 October 2023
Signed by Executive Headteacher	
Signed by Chair of Governors	
Date Policy to be Reviewed	October 2024

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## Aims

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and regularly inspected.

## Principles

This policy complements the school's equal opportunities policy, curriculum statement and learning policy. All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups to play a musical instrument. Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not contribute. Children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected. We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

## Remissions

Residential:

Essential

For residential trips which are essential to the National Curriculum, statutory R.E. or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Non-essential

For residential trips which are not essential to the National Curriculum, statutory R.E. or in preparation for prescribed examinations:

- i) If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- ii) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for travel, board and lodging. Families can apply for support in confidence to the head teacher in meeting financial obligations, in particular, if their child is currently eligible for Free School Meals at the point of application or if their circumstances change prior to the completion of payment. Support for a qualifying applicant will be in the form of a payment plan, and a contribution. of up to £100.00 towards the cost of the trip.

Evidence will be required, e.g.

Parents in receipt of

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for the Working Tax Credit

- Universal Credit

Support for cases of hardship will come through generated income, pupil premium, donations and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Equal Opportunities and Inclusion Statement

Every member of the Swalecliffe Community will be valued, respected and welcomed equally. Children will be taught to celebrate their differences, and understand the cultural diversity and variances within their community; local and global, and all discrimination from any member of the school community to another will be tackled rigorously.

### *Additional Considerations*

We have established a system for parents to pay in instalments.

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.

## Monitoring & Evaluation Procedures

The Resources Committee or the governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded and the source of those subsidies.

## Review of Policy

This policy is effective from its review date and the Governing Body will ensure the policy is reviewed to take account of any statutory regulation or associated guidance or changes in policy by Kent County Council's policy.