



...working together

CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES

Leigh Beck Infant and Nursery Academy believes that all our pupils have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) 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.

The 1996 Education Act requires all schools to have a policy on charging and remission for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

Charges will not be made

Charges will be made

Charges may be waived

2. Voluntary Contributions.

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributes will be treated no differently from those who have.

The Law says:

- If the activity cannot be funded without voluntary contribution the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. No charge will be made for

- i. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- ii. 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.
- iii. Tuition for pupils learning to play 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.
- iv. Education provided on any trip that takes place outside school hours.
- v. Education provided on any trip that takes place outside school hours
 - a) If it is part of the National Curriculum, or
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c) Part of the school's basic curriculum for religious education.
- vi. Supply teachers to cover for those teachers who are absent from school whilst accompanying pupils on a residential trip.

4. Activities for which charges may be made.

Charges may be made for non-residential activities (other than those listed above) which take place outside of school hours but only if the majority of the time spent on that activity takes place outside of school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

It is the policy of Leigh Beck Infant and Nursery Academy that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

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

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;	E.g. A clay model - a charge to cover the cost of the clay	Variable
Charges may be made for music tuition.	The cost or a proportion of the costs, for teaching a 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.	Variable

5. 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 remission policy sets out the circumstances in which charges will be waived.

6. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission is given below.

Category A - applies to those children who are registered at the office as being eligible to receive Free School Meals.

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 Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than **£16,190**)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

7. Additional Consideration.

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 can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalment 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 where possible.

This policy was ratified by The Governing Body March 2017.

Next review date: September 2019