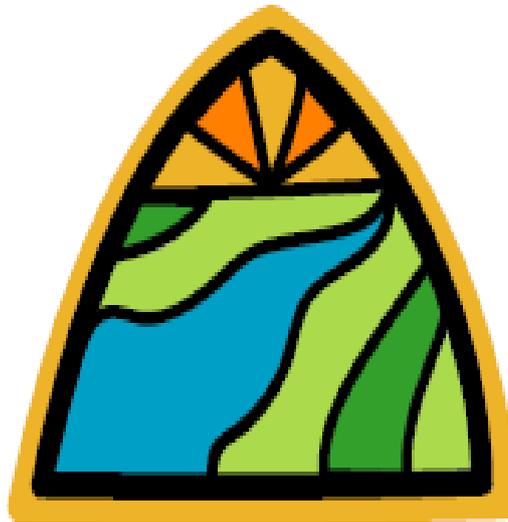


# Charging & Remissions Policy



**Cranbrook**  
Primary School

**Equity for all**

**Approved by the Resources & Organisation Committee**

Ensure equity for all to address social disadvantage

### **Our Mission Statement**

An ambitious, inclusive and broad curriculum that develops essential skills and knowledge for lifelong essential skills and knowledge to achieve academic and personal success

### **Our School Values**

Equality, Respect, Resilience and Kindness

These values are regularly referred to in discussion with our pupils and validated through the Art curriculum. By doing this we aim to create an ethos and culture that nurtures talent and encourages our pupils and staff to aim high for themselves and each other.

### **Curriculum Drivers**

These drivers underpin our teaching across the curriculum and prepare children for the challenges and opportunities of the modern world.

#### **Widening Horizons**

Aspirations  
Ambition  
Curriculum enrichment  
Cultural capital

#### **Global Identity and Responsibility**

Race and equity  
British values  
Global, local community issues  
Decolonisation of learning

#### **Confident Communicators**

Articulate speakers  
Passionate readers  
Social skills  
High level vocabulary



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# CHARGING AND REMISSIONS POLICY

## Purpose of Policy

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' 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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Relationship to other policies

The policy compliments **the school's equality policy, curriculum policy**, finance policy, educational visits policy and the teaching and learning policy.

## Roles and responsibilities of headteacher, other staff and 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, 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.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school **hours if it is part of the National Curriculum or part of the school's basic** curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

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

- 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).
- Clubs outside of school hours – provided via club providers
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.

- Music tuition – violin tuition for individuals or small groups.
- Childcare – provided via the Breakfast and After School Club.
- Late Collection Fee – £6 fee covers the cost of childcare
- Damage to or Loss of Property – £4 fee for lost books goes towards the replacement cost. Charge for wilful damage, neglect or loss of school property will be the cost of repair or replacement.

### **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 in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

- Parents in receipt of:
  - Income support
  - Income based jobseekers allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, providing 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

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Headteacher taking into account as to whether additional help is justified.

### **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. 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 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 instalments 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.

Signed \_\_\_\_\_

(Chair of Governors)

