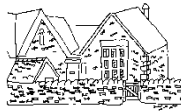


Hailey CE Primary School



Policy on charging for and remissions for school activities

Hailey CE Primary School believes 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 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 remissions 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. Policy

Hailey School follows the latest advice from the local authority on charging and remissions. The current guidelines presented are the latest national DfE "Charging for School Activities" (October 2014).

This document provides further clarification of activities for which:

- charges will not be made.
- charges will be made
- voluntary contributions may be requested
- charges may be waived

2. No charges will be made for certain aspects of education and transport

These are defined in the DfE document "Charging for School Activities" (Oct 2014).

3. Charges may however be made for various specified circumstances/provision.

These are defined in the DfE document "Charging for School Activities" (Oct 2014).

Any charges made will not exceed the actual cost (per pupil) of provision. Parental agreement will be obtained before a charge is made.

Specifically for Hailey CE Primary School, the governing body has decided that the following items can be charged for. Charges will be calculated in accordance with the DfE document "Charging for School Activities" (Oct 2014):

- **Activities outside school hours**
Residential and non-residential activities (other than those relevant to Section 2 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)
- **Residential visits**
The board and lodging costs (but only those costs) of residential trips.

However, pupils whose parents are in receipt of certain benefits (see section on Remissions below) may qualify for remissions for these costs.

- **Music Tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils, or under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition, and will only be made for tuition provided at the request of pupil(s)' parents. No charges will be made for pupils who are looked after by a local authority.

- Charges may be made for any materials, books, instruments, or equipment, *where a parent wishes their child to own them* Eg. A clay model would incur a charge to cover the cost of the clay.

4. 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 contributions will be treated no differently from those who have.

Hailey School recognises that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time. Opportunity to discuss this confidentially with the head teacher will be provided.

National Guidance states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make it clear to parents from the outset that if insufficient contributions are received, the trip or activity may have to be cancelled. It will also be made clear to parents that there is no obligation to pay.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay. If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit. The school will provide information at the outset what their policy is for allocating places on school visits.

5. Remissions

In order to remove financial barriers from 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.

Hailey School has decided that remissions could be available for residential trip board and lodging charges for children entitled to Free School Meals.

In addition, the school will offer help where possible for children eligible for Free School Meals for educational activities for which voluntary contributions are invited.

In Oxfordshire, a child may be eligible for Free School Meals when their parents receive any of the following:

- Income Support
- income-based Jobseekers 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 you're not also entitled to Working Tax Credit and have an annual gross family 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

Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

6. Frequently Asked Questions

Frequently asked questions, such as "Is a school activity or visit in or out of school time", and their answers are documented in the DfE "Charging for School Activities" October 2014 guidance.

7. 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.

Policy Agreed by the Governing Body on

Signed **Chair of Governing Body**

Review Date