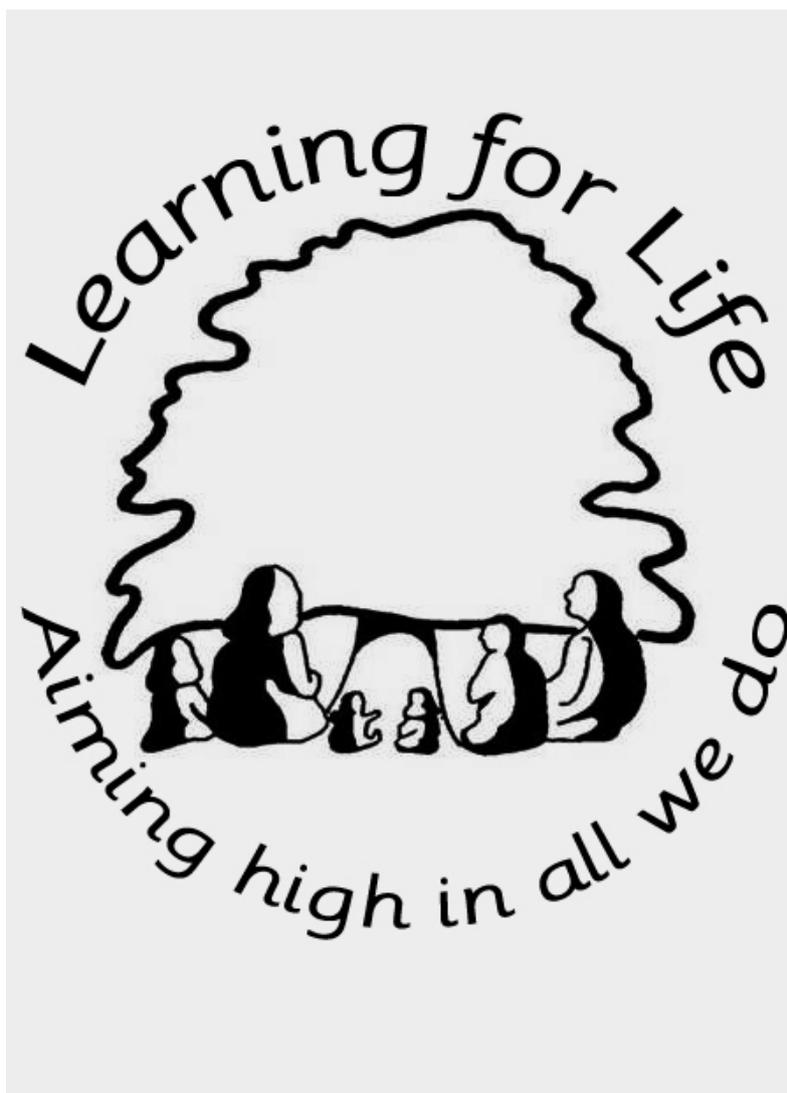


Policy & Procedure

Huncote Community Primary School Academy Trust



Charging & Remissions Policy 2017-2020

Statutory Policy



Huncote Community Primary School Charging and Remissions Policy

Huncote Community Primary School

Aims

At Huncote Community Primary School we believe in ‘Learning for Life’ by ‘Aiming high in all we do’. We therefore aim to:

- Provide a vibrant, stimulating and caring environment;
- Encourage our children to thrive academically, socially and emotionally;
- Engage our children in a creative, inspiring and inclusive curriculum;
- Motivate and inspire our children for a life-long love of learning;
- Work together within our school community to prepare our children for the challenges of modern life;
- Provide and promote a safe philosophy for the whole school community.

These aims are realised through effective working partnerships between staff, pupils, parents, governors, other schools, the Local Authority and the wider community. They are present through all school life and practice.

Basic Principles

No charge can be made for education during school hours. The definition of ‘education’ includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. ‘School hours’ are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils’ learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. The school works with Leicestershire Arts in Education to help provide these lessons. Music tutors maintain contact direct with parents.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution will be sought.

Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging. Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16 040 (Financial Year 2010/11);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

When the school informs parents about a forthcoming visit, we will make it clear that parents who can prove they are in receipt of these benefits will be exempt from paying the cost of board and lodging:

Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- **transport provided in connection with an educational visit** (voluntary contributions will be requested to cover this cost).

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head teacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Inclusion

Our school tries to be an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We try to have systems in place for early identification of barriers to their learning and participation

so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations and suitable targets for all children.

In case of financial difficulty parents should contact the Head teacher.

Equality Statement

At Huncote Community Primary School, we actively seek to encourage equity and equality through our work. No gender, race, creed or ethnicity will be discriminated against. The school’s Disability Equality Scheme will be followed and the use of stereotypes under any of the above headings will always be challenged.

In case of financial difficulty parents should contact the Head teacher.

Agreed & adopted by The Governing Body of Huncote Community Primary School

Signed.....

Date

Chair of Full Governing Body

This policy will be reviewed every 3 years or as required by legislation

December 2017