

Yorke Mead Primary School
Charging and Remissions Policy

February 2016



Our School Vision Statement
BRINGING LEARNING to LIFE

We are a school dedicated to creating an environment where children are able to grow into happy, well-rounded individuals with a love of learning through which they can achieve to the best of their abilities.

We want our pupils to enter the wider world as

- o Happy, positive individuals*
- o Responsible citizens who make a positive contribution*
- o Confident, resilient, healthy & life-long learners.*

DARE TO...

D - Determination

A - Ambition

R - Resilience

E – Enjoyment

T - Trust

O - Openness

Purpose

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

Main ECM outcome: Enjoy and achieve

What was consulted?

The policy has been informed by *the Governors Handbook* and “*Charging for School Activities*” (October 2014), *The Charges for Music Tuition (England) Regulations 2007* and the *Data Protection Act 1998*.

Relationship to other school policies

The policy complements the school's Equality Scheme, Curriculum policy, Educational Visits policy, the Teaching and Learning policy, Freedom of Information Publication Scheme.

Roles and responsibilities of headteacher, other staff, 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 on any trip that takes place during school hours
- 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.

2. Activities for which charges may be made

a) Residential activities

Board and lodging 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.

When any trip is arranged parents will be notified of the policy for allocating places.

b) Music tuition (vocal or instrumental)

Music tuition for individuals or groups of any size, where this has been requested by the parents. (*The Charges for Music Tuition (England) Regulations 2007*)

c) The cost of ingredients or materials needed for practical subjects such as food technology, craft and design technology if parents wish their child to own the finished product.

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	For example, a clay model – a charge to cover the cost of the	Remission for Category A/B

their child to own them	clay	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A /B
Charges will be made for music tuition. <i>See * below</i>	The cost, or a proportion of the costs, for teaching 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 4 pupils	

** Yorke Mead does not currently provide music tuition; the suppliers are Herts Music Services and Scamps. Herts Music Services operates a remissions policy in certain circumstances by arrangement; Scamps offer no remission of fees.*

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.

Category A

Parents in receipt of:

- Universal Credit in prescribed circumstances (government plan to do this when UC is fully rolled out)
- Income Support
- Income-based Jobseekers Allowance
- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008

Category B

Discretion of the Headteacher under exceptional circumstances.

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.

5. Voluntary contributions

Where a charge may not legally be made, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. If this is the case then no child will be discriminated against in the event that parents do not contribute. However, the Headteacher reserves the right to cancel the trip should the overall cost to the school be in excess of that deemed reasonable: this will be implicit in all letters requesting voluntary contributions.

6. Community Facilities

Yorke Mead charges for the use of the school grounds and buildings by the local community. The Yorke Mead Lettings Policy sets out the costs and terms and conditions.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

Subject Access Requests

Personal data is held by the school and released only in accordance with the Data Protection Act 1998. A child, parent or school employee may make a subject access request in relation to their own, or their child’s personal data. A charge may be made for this information up to the maximum of £10 to cover the cost of supplying the information. The requester will be informed in advance before the information is released.