



# UNSWORTH PRIMARY SCHOOL



## Charging and Remission Policy

The aim of this policy is to set out the circumstances under which the school will:

- levy a charge to parents/carers,
- grant a remission of normal charges, and
- ask for voluntary contributions.

The school **will not** charge for:

- Admission to the school,
- Education that takes place during officially recognised school hours which relates to:
  - the implementation of the national curriculum
  - musical tuition if it forms part of the curriculum
  - religious education
- Activities relating specifically to the school curriculum (but see section below on Residential Trips),
- School equipment and materials (unless parents wish to own them),
- Activities or trips taking place wholly or mainly during school hours (but see section below on voluntary contributions),
- Transport costs during school hours (but see section below on voluntary contributions).

The school **will** charge for:

- Lost or damaged school property e.g. text or exercise books, equipment,
- Willful damage to school property, equipment or furniture,
- Ingredients/materials for practical projects (parents/carers may be asked to provide materials for practical projects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay these costs.)
- Optional extra activities which take place wholly or mainly outside school hours (i.e. at least 50% outside School time) and which are based on parental choice. Charges will be made for all or part of a pupil's travel costs, board and lodgings, materials and equipment, entrance fees, activity charges including those for extra-curricular activities/school clubs,
- Board and lodgings on residential trips,
- The provision of music tuition given to pupils except where it is given to fulfil statutory duties relating to the curriculum.

### Residential Trips

School will not charge for:

- education provided on any trip that takes place during school hours,
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of religious education,
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

School will charge for:

- board and lodging for all trips (Some exceptions – see Remissions),
- for trips deemed to be outside school hours the school can also charge for:
  - travel costs
  - materials, books, instruments and other equipment

- non-teaching staff costs
- entrance fees to museums, theatres, castles, etc
- insurance costs

### **Remission of Charges**

For Educational Residential Trips (wholly or mainly in term-time) the school will remit in full, the cost of board and lodging where the parents/carers of a child are in receipt of the following support payments or if the child is eligible for Free School Meals (FSM). Trips during school holidays which are not wholly or mainly Educational Trips will be assessed on a trip by trip basis.

A. Income Support

B. Income Based Jobseeker's Allowance

C. Support under part VI of the Immigration and Asylum Act 1999;

D. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £15,575 (effective for 2008-9 Financial Year – This was aligned to the eligibility for FSM in 2003).

The school may remit charges in full or in part to other parents after considering other specific hardship cases.

The school encourages parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full.

The Headteacher will authorise remission.

### **Voluntary Contributions**

- These may be requested for any activity taking place during or outside school hours including residential trips.
- There is no restriction placed on the use which can be made of such contributions.
- There will be no obligation for a parent/ carer to contribute.
- Children will not be treated differently according to whether or not their parents have contributed.
- If an activity/trip etc cannot be funded without certain voluntary contributions and these are not forthcoming, the activity/trip might not take place.
- The school encourages parents/carers of children entitled to Free School Meals or Pupil Premium to apply for a remission of voluntary contributions.

A child attracts Pupil Premium Grant for the school if they are a Looked After Child, if they are adopted or subject to Special Guardianship, a service child or they have been entitled to FSM within the last 6 years)

Policy compiled by Mrs C. Reynolds  
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