



# JOHN EMMERSON BATTY PRIMARY SCHOOL

## Charging and Remissions Policy



### 1. Introduction

1.1 The staff and Governors of John E. Batty Primary School 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 that 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.

1.2 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.

1.3 The policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

### 2. Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.



# JOHN EMMERSON BATTY PRIMARY SCHOOL

## Charging and Remissions Policy



### 2.4 **The Law says:**

- i) If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- ii) No child will be excluded from an activity because parents are unable to pay.
- iii) If insufficient contributions are raised, the trip or activity may have to be cancelled.
- iv) If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

### 3. **No charges will be made for**

- i) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- ii) Education provided outside school hours if it is part of the National Curriculum,
- iii) or part of a syllabus for a prescribed public examination that the pupil is being
- iv) prepared for at the school, or part of the school's basic curriculum for religious education;
- v) Tuition for pupils learning to play musical instruments (or singing) if the tuition is
- vi) required as part of the National Curriculum, or part of a syllabus for a prescribed
- vii) public examination that the pupil is being prepared for at the school;
- viii) Education provided on any trip that takes place during school hours;
- ix) Education provided on any trip that takes place outside school hours
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - c. part of the school's basic curriculum for religious education;
- x) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- xi) transport provided in connection with an educational trip.

### 4. **Activities for which charges may be made**

#### 4.1 **Activities outside school hours**

Charges may be made for non-residential activities (other than those listed 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).

#### 4.2 **Residential activities**

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However pupils whose parents/carers are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

#### 4.3 For residential trips deemed to take place outside school time charges may be made (other than for those activities listed above).



# JOHN EMMERSON BATTY PRIMARY SCHOOL

## Charging and Remissions Policy



5. It is the policy of John E. Batty Primary School that charges will (or may) be made as indicated below. Parental/Carer agreement will be obtained before a charge is made.

5.1 Activities that can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or item which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, <b>where a parent wishes their child to own them;</b>	Eg. A clay model – a charge to cover the cost of the clay.	
Charges will/may be made for music tuition	The cost 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.	
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 (see below)

### 1. Remissions

6.1 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.



# JOHN EMMERSON BATTY PRIMARY SCHOOL

## Charging and Remissions Policy



### 7. Families qualifying for remission or help with charges.

7.1 If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

#### 7.2 Category A

Parents in receipt of

- Universal Credit in prescribed circumstances;
- 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 £16,190
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

**(Please note the criteria above match the criteria for eligibility for free school meals)**

7.3 Parents/Carers who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the head teacher. The final decision with regard to assistance payments lies with the head teacher.

### 8.0 Monitoring and Review

This policy is monitored and reviewed by the governing body.

**Policy Agreed by the Governing Body on 25<sup>th</sup> Jan 2017**

Signed: 



JOHN EMMERSON BATTY PRIMARY SCHOOL  
Charging and Remissions Policy



**John E. Batty Primary School Equality Impact Assessment**

<i>Name of policy or project being assessed?</i>	<i>Date</i>
Charging and Remissions Policy	27 <sup>th</sup> Jan 2017

<b>Lead Officer:</b> Martin Kitchen
<b>Members of the assessment team:</b>  Premises, Health, Safety, Staffing and Finance Committee
<b>Others involved in the assessment:</b> None
<b>What are the aims of the policy or project?</b>  To describe the approach to be taken for the making of charges and remissions.
<b>Who are the beneficiaries of this policy or project?</b>  All children in school and other stakeholders.
<b>What are the desirable outcomes from this policy or project?</b>  All children to be given equal opportunities in relation to accessing learning activities.
<b>List any other key policies, procedures, projects or strategies that this policy or project has implications on:</b>  Single Equality Policy, Inclusion Policy, Behaviour Policy, All Curriculum Policies, Safeguarding and Recruitment Policy
<b>What are the racial, disability and gender equality implications of the policy or project?</b>  None Identified



**JOHN EMMERSON BATTY PRIMARY SCHOOL**  
**Charging and Remissions Policy**



<p><b>Does the policy or project have any significant positive impact for:</b></p> <p><b>Different racial groups</b>  <b>Disabled persons</b>  <b>Men and women</b>  <b>Boys and girls</b></p>	<p>Outlines arrangements for making charges or providing remissions.</p>
<p><b>Does the policy or project have any significant adverse impact for:</b></p> <p><b>Different racial groups</b>  <b>Disabled persons</b>  <b>Men and women</b>  <b>Boys and girls</b></p>	<p>None identified</p>
<p><b>Do you have any evidence?</b></p>	<p>None obtained</p>
<p><b>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</b></p>	<p>None identified.</p>
<p><b>Action to take:</b> Review at next policy review.</p>	
<p><b>If you have indicated there is a negative impact, can it be justified?</b></p> <p>Yes / No (Not applicable)</p>	
<p><b>If you have indicated there is a negative impact and it cannot be justified, is it discrimination?</b></p> <p>Yes/No (Not applicable)</p>	
<p><b>If you have answered YES, please list all the changes that you have made to eliminate this discrimination:</b></p> <p>(Not applicable)</p>	
<p><b>How will the policy or project be monitored?</b></p> <p>As per policy review timetable.</p>	
<p>Signed :   (On behalf of the Staffing and Finance Committee)</p>	<p>Date: 27<sup>th</sup> Jan  2017</p>