

Jack Tizard School

Charging & Remissions Policy



Approved by: [Finance & Resource Committee] **Date:** [May 2017]

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Review Frequency

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Charging and Remissions Policy

Jack Tizard School recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make toward our pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities.

We also believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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.

Education during School Hours

All education during school hours is free. The school arranges a number of trips and visits to enhance and broaden the school curriculum. Children are taken to places of interest, Museums, concerts etc. In addition, they work with visiting theatre (and other) groups in school. The governing body makes no charge for these enrichment activities but does ask for contributions towards the cost. Parents may also be asked to pay for materials for practical activities in some circumstances.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of the School's basic curriculum for religious education
- Education provided on any trip that takes place during school hours

Charges may be made for:

- **School Visits in School Hours:** The board and lodging element of residential activities deemed to take place within school hours.
- **Activities outside School Hours:** The full cost to each pupil of the activities deemed to be optional extras taking place outside school hours

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.

The Law says :

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Voluntary contributions may be requested by the school in the following circumstances:

- Enrichment activities taking place during the school day e.g. trips and visits out or to pay performers to come into school etc. The school invites parents to contribute to the cost of the enrichment activity.

All contributions are voluntary. However, where there are not enough voluntary contributions, and there is no way to make up the shortfall, we may cancel the activity.

The school will notify parents from the outset of the possibility that the activity will be cancelled if insufficient voluntary contributions are received.

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. If parents are unable to contribute the full suggested voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may pay the shortfall and meet the 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.

Parents may, if they wish, pay more than the suggested minimum voluntary contribution to help enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they should indicate the amount of their additional contribution.

From time to time the Big Splash Trust may fund some additional enrichment activities. In these circumstances, a parental voluntary contribution may or may not be requested.

The following is a list of additional activities organised by the school, which may require parents to make voluntary contributions. 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 the theatre, cinema or concerts

- Cost of materials used in practical lessons, when parents have indicated that they would like the finished product to be taken home, or consumed in school (in the case of cookery activities)

Activities for which charges may be made

Residential Visits

We would make a charge solely to cover the costs of board and lodging for any residential visit organised in school time, or partly school time, to provide education directly related to the National Curriculum.

The charge will not exceed the actual cost. We would also ask that parents consider making a voluntary contribution towards travel expenses.

Parents in receipt of the following benefits will be exempt from paying the charge to cover the cost of board and lodging:

- 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 State Pension
- Pupil Premium entitlement

We would, however, ask those who are exempt as above to consider making a voluntary contribution toward the cost of board and lodging, and travel expenses.

School Visits in School Hours

The board and lodging element of residential activities deemed to take place within school hours.

Activities outside School Hours

The full cost to each pupil of the activities deemed to be optional extras taking place outside school hours.

Swimming

The school organises swimming lessons for children outside the required Year Group. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

Horse Riding

The school organises horse riding sessions provided by RDA. These take place in school time and, and although they exceed the National Curriculum requirement, the school does not levy a charge to parents

Uniform

Children's T-shirts and sweatshirts are available for sale from the school office at cost price. Adult sizes reflect VAT.

Arrangements for Monitoring and Evaluation

The Finance & Resource Committee of the Governing Body will monitor the impact of this policy by receiving a report on any activities that resulted in charges being levied.

SIGNED:

DATE

Chair of Finance & Resource Committee

SIGNED:

DATE

Chair of Governors

SIGNED:

DATE

Headteacher