# WINGROVE PRIMARY SCHOOL

# Policy and Guidance for

# Charging and Remission

Date formulated: November 2015

Date Reviewed: November 2018

## Key Principles

We recognise the valuable contribution that the wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education.

We aim to promote and provide such activities as part of a broad and balanced curriculum for Wingrove pupils as additional, optional activities.

We believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of a parent or carer's financial means. This 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.

## Roles and responsibilities

The head teacher, staff and governors will ensure that the following applies:

1. **No charges will be made for:**
    - education provided during the school day (including the supply of any materials, books, instruments or other equipment)
    - tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the national curriculum
    - 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 the school's basic curriculum for religious education
    - supply teachers to cover for teacher absence during a residential trip
    - transport provided in connection with an educational trip (e.g. swimming)

2. **Activities for which charges will be made:**
    - *Activities outside school hours* - Non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on the activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours)
    - *Residential activities* – Board and lodgings costs of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for all of the board and lodging costs.
    - residential trips deemed to take place outside school time
    - Music tuition – music tuition for individuals or groups of up to 4 pupils

## 3. Families qualifying for remission of help with charges:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges are made will be offered at a reduced charge to parents and carers in particular circumstances. Criterion for qualification for remission is for parents/carers who qualify for **pupil premium** (application forms and further guidance can be obtained from the school office)

## Arrangements for monitoring and evaluation

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