Amble Links First School
Charging and Remissions Policy

Date Written:	January 2017
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Responsible Governor:	Resource Management Committee
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Introduction

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

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

No charges will be made for

- Admissions.
- School meals for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day decided by the governing body of the school.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Provision of swimming lessons during school hours. However, Governors have agreed that voluntary contributions will be requested.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- 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. However, Governors have agreed that voluntary contributions may be requested.
- 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. However, Governors have agreed that voluntary contributions may be requested.
- Transport provided in connection with an educational trip. However, Governors have agreed that voluntary contributions may be requested.

Activities for which charges may 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 that 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 lodging costs (but only those costs) of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed above). When any trip is arranged parents will be notified of the policy for allocating places.
- Additional music tuition – for individuals or groups of any appropriate size.
- Additional before school (Breakfast Club) or after-school activities (After School Activities) for which a small charge is made to cover costs.

Damage to property

- Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.
- Where property belonging to a third party has been wilfully damaged by a pupil, and the school has been charged, the school may charge for some or all of the cost to the parents of those responsible.
- Whether or not these charges will be made will be decided by the headteacher and be dependent on the circumstances of the situation.

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:

Parents in receipt of –

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing 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

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

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 information about trips and visits as early as possible.
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it may 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.

Voluntary contributions

The Governing Body may ask for voluntary contributions to the school to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies will be returned to parents.

There is no obligation for a parent or carer to make any contribution.

Inability or unwillingness to pay

Amble Links First School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents and carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

THIS POLICY IS AVAILABLE IN LARGE PRINT IF REQUESTED