



## Roundwood Primary School

### Charging and Remissions

Name of Policy	Charging and Remissions
Date of last review	Autumn 2017
Date of next review	Autumn 2018
Governing Body Committee Responsible	School Improvement
Member of Staff responsible	Headteacher

The purpose of the policy is to ensure that during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined at 8.40 am – 12.00 – 1.00 pm – 3.00 pm

The school's policy is to request voluntary contributions for the following areas of activity as permitted under the Education Act 1996.

- Coach and entrance fees for day visits
- Swimming lessons
- Outside organisations invited into the school during the day to enrich the curriculum
- Optional extra activities which take place wholly or mainly outside school hours, which are not required in order to fulfil statutory duties relating to the National curriculum or religious education, participation in any such activity to be on the basis of parental choice and a willingness to meet such charges as are made.
- The cost in cash or kind of ingredients and materials needed for practical subjects such as design and technology, if parents have indicated in advance a wish to own the finished product.

When charges are made for any activity, (including visiting speakers) whether during or outside the school day, they will be based on the actual cost incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't pay. Support for cases of hardship will be met by the school.

Residential visits – Charges will be made for board and lodging. Pupils are invited on residential trips outside normal school hours, therefore attendance is not compulsory. Any issues or concerns can be discussed with the Headteacher. The school will support wherever possible access to extra-curricular activities for children who are supported by the Pupil Premium Grant (PPG)

### **The Remissions Policy**

The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of:

- Income Support
- 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 Custom rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in some circumstances.

### **Refunds**

In the event that a school activity makes a surplus of more than 5% of the contribution per head, a refund will be offered to parents/guardians.