



New City Primary School

Charging and Remissions Policy

Policy Creation and Review

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New City Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have associated costs and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy should be read in conjunction with the following document:

- *Charging for school activities (DfE)*

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- *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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;*
- *Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum;*
- *Entry for a prescribed public examination, if the pupil has been prepared for it at the school;*
- *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 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;*
- *Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;*
- *Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;*
- *Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;*
- *Transport provided in connection with an educational trip*

Voluntary contributions

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 have to 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.

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.

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'.

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Musical events.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- 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 £15,575 (Financial Year 2008/09);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

School charges are shared directly with Parents through letters and these are in line with the Boleyn Trust.

Training

New City Primary School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. As such, we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headteacher.