



Scampton Church of England Primary School

Charging and Remissions Policy

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'/carers' 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.

This policy has been informed by A Guide to the Law for School Governors and the DfE guidance Planning and Funding Extended Schools.

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

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

No charges will be made for:

- education provided during school hours (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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Cost of swimming instructors, sports coaches for activities in school time.

Activities for which charges may be made

- a) Activities outside school hours.
- b) Residential activities.
- c) Music tuition by peripatetic teachers for up to four pupils as an optional extra.
- d) Materials, books, instruments, or equipment, where a parent wishes their child to own them.

Activities for which a voluntary contribution may be requested from parents/carers*

- Cost of entry and activities at a venue as part of a school trip.
- Cost of transport to and from a venue as part of a school trip.



- Cost of an experience held in school by an external provider that is above and beyond the normal timetable/curriculum offer.

No child will be excluded from any of these activities if a voluntary contribution is not received.

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 visits (and their approximate cost) at least one month in advance so that parents/carers can plan ahead.
- Where necessary, we will establish a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it will 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 may discriminate against pupils from families on lower incomes and we will try to avoid that method of selection, if possible.
- Full or partial voluntary contributions are not expected from parents of pupils entitled to free school meals although they may wish to contribute voluntarily to a level that they can afford.
- If through a lack of voluntary contributions, a trip is unviable and detrimental to the running of the school to the need to subsidise a trip to a high level, a trip or experience may not be able to happen.

Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by reviewing activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.