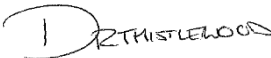




Charging and Remissions Policy

Date approved: September 21st 2022

Signed:  Sarah Hussey (Headteacher)

Signed:  Dean Thistlewood (Chair of Governors)

Review date: Autumn Term 2023

A world of opportunities

1. Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities.

2. Voluntary Contributions

When additional enrichment activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity. Children whose parents are unwilling or unable to contribute will not be excluded from the activity or treated differently from any other child.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

3. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities in school hours: Charges may be made for the board and lodging element of residential activities that take place during school hours. A savings scheme is always operated to allow parent/carers to spread the cost over a period of time prior to the trip taking place.

Activities out of school hours: A charge will be made to cover the full cost of each pupil for activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events and some club activities. A charge will be made for the childcare provision provided by our Breakfast and After School Clubs.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design.

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

4. Remissions and Concessions

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full. A longer period of time to make payments into the savings scheme can also be arranged.

The school will also give consideration to the remission of charges to parents and carers who receive the following support payments:

- Income support
- Income based Job-seekers Allowance
- Income related Employment & Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

Parents who are eligible for the remission of charges will be dealt with confidentially. Authorisation of remission will be made by the Headteacher.

At Northwood Primary School Academy Trust we are committed to promoting equality of opportunity, eliminating discrimination and harassment, valuing diversity and promoting positive relationships. We provide an inclusive education which enables all pupils to develop their full potential meeting the requirements of the Equality Act 2010.

At Northwood Primary School Academy Trust we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.