



Thornhill Primary School

CHARGING AND REMISSION OF CHARGES FOR SCHOOL ACTIVITIES

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Thornhill prides itself on delivering a broad and balanced curriculum that is greatly enriched through a wide variety of experiences. Many enrichment activities take place in school and some away from it. Some activities take place before and after school and some are residential visits. All activities are designed to ensure that learning is real, vibrant, motivational and exciting.

The staff and Governors of Thornhill Primary School believe that all of our children 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 that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Some other activities are provided **free of charge**, for example

- Music tuition by a professional musician for all pupils.
- Some visits within the local community
- Any visits to community events that include travel

- Visiting professionals, for example, skipping workshops, theatre groups etc

These activities are funded either from the School Budget (where Governors have granted permission for this to be the case) or from the School Fund.

Voluntary Contributions

When organizing school trips or visits which enrich the curriculum and educational experience of children, the school invites parents to contribute towards the cost of the trip. 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.

All requests for voluntary contributions will emphasise their voluntary nature.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Parents who can prove that they are in receipt of the following benefits will be given a discount towards the costs of board and lodging for the residential visit:

- 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 meet all criteria (as assessed by Her Majesty's Revenue and Customs).

Please note that the School subsidises all staff costs as well as cover costs whilst staff are away supporting residential visits and that these costs are not part of the final cost requirements from parents. Where insufficient voluntary contributions are raised to fund a residential visit, and the shortfall cannot be made up, then the visit will be cancelled.

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher.

The final decision with regard to assistance payments lies with the Head teacher.

6. 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:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead. The indicative list will be filed on the website.
- We will establish a system for parents to pay in installments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments 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.

Policy Agreed by the Governing Body: