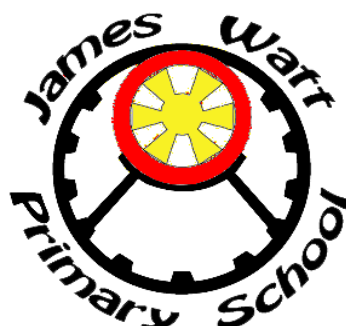


JAMES WATT PRIMARY SCHOOL



CHARGING & REMISSIONS

Signed by The Chair of The Governing Board:	
Date policy ratified by governing body:	20 th October 2022
Date of policy's review:	October 2024

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Appendix A: Remissions request form

Policy ratified by governors: 20th October 2022

To be reviewed: October 2024

1) Objectives

James Watt Primary School is committed to providing quality education based on equality of opportunity, access, and outcomes. In practice, this means that all pupils have an entitlement to benefit from all educational activities and to:

- a. participate fully in school curriculum;
- b. contribute to all aspects of school life; and
- c. be valued as a partner in the process of education.

These objectives must inform educational activities, whether in or outside the school and are, therefore, integral to the process of charging for school activities and to the remission which is available to parents/carers who are on a low income.

2) Aims of a Charging and Remissions Policy

We aim:

- a. to make curriculum activities accessible to all children regardless of family income;
- b. to encourage and promote external activities which give added value to the curriculum;
- c. to provide a process which allows curriculum activities to take place at a minimum cost to parents/carers, pupils, and the school; and
- d. to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

3) Factors to consider when charging for curriculum activities

The development of a range of curriculum activities forms part of the school's forward planning process and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities.

It includes a number of key factors:

- a. the value of certain curriculum activities in relation to age/needs of pupils;
- b. the cost of the activity set against their educational value;
- c. how the activity will be paid for;
- d. the appropriate process for raising funding for James Watt Primary School;

- e. an assessment of whether the educational aims can be met any other way;
- f. an understanding of the various types of activities involved for example, curriculum visits, end of year trips, and after-school or holiday clubs;
- g. reference to additional or hidden costs – for example, pocket money; and
- h. an assessment of local facilities.

4) Education out of hours that parents/carers can be charged for: activities that happen outside school hours when these activities are not a necessary part of the national curriculum.

The Educational Reform Act 1988 described activities, which can be charged for as “optional extras”.

Residential activity

The governing body reserves the right to make a charge for activities organised by the school in the following circumstances:

The full cost to each pupil of board and lodging.

Parents/carers have the right to claim free activities if they are in receipt of the following state benefits:

- Income Support
- Income based Job Seekers Allowance
- Support under section VI of the Immigration and Asylum Act 1996
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

Activities outside school hours

The full cost will be charged to each pupil for all approved activities that are deemed to be optional extras (and so that are not a necessary part of the national curriculum).

5) Charging for unofficial childcare (out-of-school-hours)

Unless we have made prior arrangements for your child to attend a club, we are unable to supervise children who arrive at school unaccompanied before school hours or after the end of the school day without a penalty charge.

If you bring your child to school before 08:55 and do not stay with them at this time, or if you do not collect them on time by 15:20, an out-of-hours childcare charge of £15.00 may be levied against you. This would increase in multiples of £5.00 for every 15 minutes that you are early or late.

6) Charging for documentation

The school follows the Statutory Instrument 2012 No 1124, Education England requirements. A charge will be applied for photocopying school policies not published on the school website and additional copies of pupil documentation.

7) Remissions Policy

To ensure that all pupils have full access to all activities and that outcomes reflect our good intentions, James Watt Primary School implements the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that school is able to offer them.

This policy takes into account the very real difficulties that families on low income have in meeting costs of activities for their children.

There will be no obligation for any parent/carer to make a voluntary contribution towards the cost of school activities. Pupils will not be treated differently whether or not their parents/carers have made a contribution.

The Governing Body may wish to remit, in full or in part, the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship.

When arranging a chargeable activity, such parents will be invited in confidence to apply for the remission of charges, in full or in part.

The Head Teacher, in consultation with the Chair of Governors, will make authorisation for such remission.

Voluntary contributions

Voluntary contributions may be requested from parents/carers to cover the cost of the following activities:

(e.g. cost of materials, bus fares, coach fares, entrance fees, workshop fees, etc.)

- a. In each financial year, curriculum-based trips will be subsidised in each year group, the governing body will agree the year group's curriculum subsidy at the start of the financial year.
- b. Costs of curriculum trips are to be calculated by the School Business Manager (SBM) and a proposal will be put to the Head Teacher and a Deputy Head Teacher.
- c. The SBM will cost the trip, including cost per head, a breakdown of transportation costs, entry fees, discounts, staff costs, parental helpers' costs, and the minimum number of pupils to make the trip financially viable.
- d. The Party Leader will request a curriculum subsidy to reduce the cost of the trip to all pupils, hence reducing the parental contribution.
- e. The curriculum subsidy will be agreed by the senior leadership team to ensure that all curriculum trips over the year are subsidised and a calculation of the minimum number of parental contributions be calculated.
- f. If there are insufficient voluntary contributions for the trip to be viable, the educational visit may be cancelled.
- g. Parents/carers who are experiencing financial hardship can apply to the Head Teacher, to pay a reduced contribution, to pay in instalments or to pay no contribution by completing the proforma, below.

8) End of Year Trips

End of year trips that are not curriculum-related will be charged for in full. The children of the parents/carers who do not wish to pay for this will not be able to attend.

9) Requests for paper copies

If a parent/carer requests a paper copy of the information on the school website, this is provided free of charge.

Appendix A

James Watt Primary School Charging and Remissions Policy

Parental Contributions

Curriculum-based educational visits

Pupil: _____ Class: _____

Curriculum visit to: _____

Date of trip: _____

Parental contribution: _____

I would like the school to consider that (in the light of evidence that I present):
(please tick the appropriate box)

- I will pay the parental contribution in instalments * _____
- Due to financial hardship, I will pay a reduced parental contribution of
£ _____ *
- Due to financial hardship, I am not able to pay any parental contribution
towards my child attending the visit* _____

Signed by parent/carer: _____

Date: _____

For office use only:

Parental meeting date: _____

Agreed: _____

Not agreed: _____

Signed: _____

Date: _____

Print Name: _____