



**Eden
Primary**

Charging & Remissions Policy

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CHARGES & REMISSIONS POLICY

At Eden Primary we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and non-curricular) independent of their parents'/carers/ financial means.

This policy should be read in conjunction with the following policies

Equal Opportunities for Children Policy

Curriculum Guidelines

Educational Trips Policy

Roles and Responsibilities of Head Teacher, staff and governors

The head teacher, 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.
- Education provided outside school hours if it is part of the National Curriculum.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours, in line with school's Educational Visits policy.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum.
- Supply teachers to cover those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip, in line with school's Educational Visits policy.

Activities/Services for which charges may be made

- Non residential activities which take place outside school hours.
- Residential Activities.
- Music tuition for individuals or groups up to four children.
- Any materials, books, instruments or equipment where a parent wishes their child to own them.
- Cost of a school meal (unless qualifying under the Free School Meal criteria).

Remissions

In order to remove financial barriers from financially disadvantaged children, the governing body has agreed that some activities and visits where charges can be legally made will be offered at no charge or a reduced charge in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

Criteria for consideration for remission are parents in receipt of

- Income Support.
- Income based Jobseekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that the Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.
- Guaranteed State Pension

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 give information about forthcoming trips and their approximate cost as far in advance as possible.
- We have a system where parents may pay in instalments.
- No additional charge will be levied to parents in the event of a non payment of a charge by another.
- We have the right to cancel a trip if such a trip cannot break even without subsidising from the main school budget.