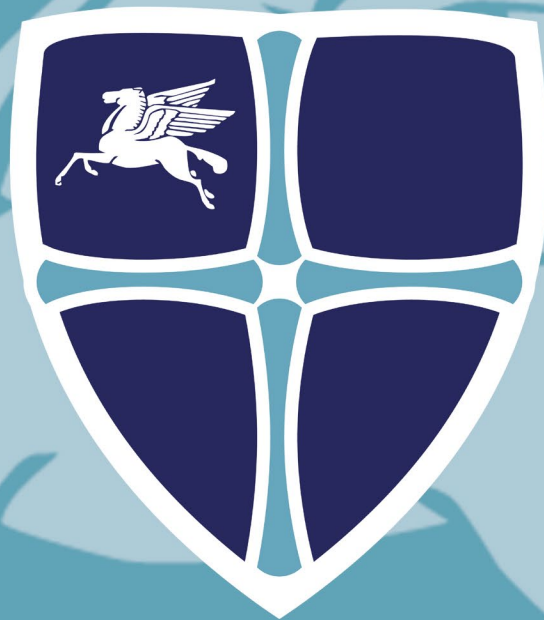


# Wellfield School



## Charging and Remissions Policy

Chair of Governors – Mrs N Wood

Headteacher – Ms S Hammond

Updated – June 2022

Review Date – June 2023

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## **PURPOSE**

We believe that all our students 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 a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities. The school and its Governing Body are committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

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

### **1. ACTIVITIES WHERE NO CHARGE WILL BE APPLIED**

- 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, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- tuition for students 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 student is being prepared for at the school
- entry for a prescribed public examination, including examination resit(s), if the student has been prepared for it at the school. If a student fails, without good reason, to meet any examination requirement for a syllabus, a charge will be made
- education provided on any trip that takes place during school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- transport provided in connection with an educational trip.

## **2. ACTIVITIES WHERE CHARGES MAY BE APPLIED**

### **A. TRIPS AND VISITS**

Costs may be charged to cover the full cost of non-residential trips and visits.

### **B. RESIDENTIAL TRIPS AND VISITS**

Costs may be charged to cover the full cost of the trip, including board and lodging. However, if the trip is a compulsory part of the syllabus for a public examination, parents in receipt of certain benefits (see point 4 below) will be informed that full remission will be provided by the school. When a trip is offered to more students than places available, parents will be notified of the policy for allocating places.

### **C. MUSIC TUITION**

Music tuition for individuals or groups of students, provided that the tuition is provided at the request of the pupil's parent

### **D. Enrichment Activities**

Enrichment activities which may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education. Charges will not exceed the actual cost of provision.

## **3. FAMILIES QUALIFYING FOR REMISSION OR HELP WITH CHARGES**

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a subsidised charge at the discretion of the Headteacher. This remissions policy sets out the circumstances in which charges will be waived. Criteria for remission is based on those that qualify for the Pupil Premium. The amount of remuneration will be in line with the Pupil Premium policy.

### **1. 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:

- All students will be notified in advance of any charges that are to be set and they will have, where appropriate, information to take home to parents/carers. This

will take the form of a letter outlining the activity, what the charge is, when it is to be paid and to whom monies must be given.

- When seeking voluntary contributions from parents or students for a particular activity, the School will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it may 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 discriminates against students from families on lower incomes and we will avoid that method of selection.

#### **4. ARRANGEMENTS FOR MONITORING AND EVALUATION**

- This policy will be kept under review in order to keep it in line with relevant legislation and modifications authorised.
- The Finance Committee of the governing body will monitor the impact of this policy by receiving on an annual basis, a financial report on those 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.