



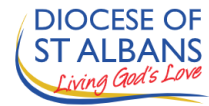
Barley and Barkway (VA) C of E First Schools Federation

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Charging and Remissions Policy

Document Information			
Policy Number	POL-CR-001	Date Approved & Adopted	25 January 2022
Date Last Edited	January 2021	Next Review Date	25 January 2024
Review Date	January 2022		
Signature (Federation Headteacher)			
Signature (Chair of Governors)			

Purpose

We believe that all pupils at Barley Barkway Federation 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 pupils taking full advantage of the opportunities.

What was consulted?

The policy has been informed by A Guide to the Law for School Governors and the DCSF guidance "Planning and Funding Extended Schools" and "Charging for School Activities" (January 2009).

Relationship to other school policies

The policy complements the school's policies on equality, curriculum, educational visits and teaching and learning.

Roles and responsibilities of the headteacher, other staff, governors

The headteacher, 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Activities for which charges may be made

- Education provided on any trip that takes place during school hours
- In house clubs

1. Residential activities

Travel, board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of Universal Credit may not be charged for board and lodging costs.

2. Music tuition

Music tuition for individuals or groups of up to four pupils. The following is a form of words that could help to explain to parents and carers what may/may not be charged for. "Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made." "Activities which can be charged for (with the exception of board and lodging for residential trips) are those regarded as 'optional extras.' (Charges will not exceed the actual cost per pupil of provision)."

Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated above. Criteria for qualification for remission are given below.

Additional considerations

The governing board 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:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments when an opportunity for a trip arises at short notice it will 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 pupils from families on lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The Governing Board will be kept informed about the impact of this policy and receive reports 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.