

# Springfield Primary School

## **Charging and Remissions Policy**

*Approved by Governing Body: March 2016*

*To be reviewed: March 2018*

**Mr Maneer Samad  
Executive Headteacher**

**Pat Cox  
Chair of IEB**

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## **The School Aims**

At Springfield Primary School we aim to provide the best possible opportunity for every child to fulfil his/her potential, both academically and as a responsible citizen.

### **It is our policy:**

- To help each child to develop fully, according to his/her level of maturity and ability, and to cater for every child's particular needs
- To develop valuable skills and positive attitudes necessary to lead happy and fulfilled lives
- To provide a good grounding in speaking and listening, reading, writing and mathematics. To develop investigative skills, knowledge and understanding in science and technology, and to provide experiences and learning opportunities in all other subject areas, providing breadth and balance to the curriculum
- To build a happy school society based on mutual respect and a real sense of caring for one another. That every child experiences success and feels that he/she is a valued member of the school community
- To enable children to know the difference between right and wrong; to encourage in each a sense of responsibility and high standards of personal behaviour; to equip them to make a positive contribution to the community
- To encourage children to take a pride in their school and in the efforts and achievements of its members
- To help and support those children who have particular difficulties with their learning or behaviour, or who have special gifts or talents
- To provide children with a range of activities outside the classroom that will enrich, stimulate and foster a greater involvement in school life
- To keep parents well informed about school and their children's work; to involve parents in the life and work of the school; to enlist the support and co-operation of parents

## **RATIONALE**

The Governing Body of Springfield Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **CONTEXT**

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

## **AIMS**

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- This acknowledges the cost of such activities to the school's budget.

## **CHARGES**

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

### **Residential Activities Taking Place Largely During School Hours**

The full cost to each pupil of board and lodging. Parents 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 to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

## **Individual Instrumental Tuition**

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

## **REMISSIONS**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents 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, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

## **VOLUNTARY CONTRIBUTIONS**

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

- cost of materials
- bus fares
- entrance fees
- school visitors

## **GENERAL**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

***Date agreed by the Governing Body:***

***Signed: (Chair of the Governing Body)***