



Charging and Remissions Policy

Policy agreed: March 2023

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Approved by: Full Governing Board 29.2.23

1. Introduction

Walmley Junior School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means that the children have an entitlement to benefit from all educational activities and to:-

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

These objectives must be seen to 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/guardians who are on low incomes.

We aim to:-

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

The development of a range of 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:-

- the value of certain activities in relation to the ages/needs of the pupils,
- the cost of the activity set against their educational value,
- how the activity will be paid for,
- the appropriate process for raising funds,
- an assessment of whether the educational aims can be met in any other way,
- an understanding of the various types of activities involved e.g. educational visits, music tuition, materials for practical work,
- reference to additional or hidden costs e.g. lunch money or pocket money,
- an assessment of local facilities.

2. Legislation

In accordance with DfE guidance dated October 2004 based on the Education Act 1996 Sections 449-462, Walmley Junior School **will not** charge for:

- an admission application to any state funded school – paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 pupil is being prepared for at the school, or part of religious education; or

- instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

Walmley Junior School **may** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition at the request of a parent;
- certain early years provision;
- community facilities; or
- optional extras including:
 - ⇒ education provided outside of school time that is not part of the national curriculum or part of religious education;
 - ⇒ transport;
 - ⇒ board & lodging for a pupil on a residential visit; or
 - ⇒ extended day services

3. Voluntary Contributions

a) When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution because we do not exclude any pupil on the grounds that a contribution cannot be made.

b) If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

c) The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as educational visits or enrichment opportunities. This list is not exhaustive: **VISITS TO MUSEUMS, SPORTING ACTIVITIES WHICH REQUIRE TRANSPORT EXPENSES, OUTDOOR ADVENTURE ACTIVITIES, VISITS TO THE THEATRE, SCHOOL TRIPS and MUSICAL EVENTS.**

The Headteacher annually reviews the MAXIMUM contribution for all visits. The school also acknowledge the expense involved when there are twins or triplets and special arrangements are made in consultation with the Headteacher.

4. Remissions

To ensure that access to activities becomes a reality and that outcomes reflect intentions, Walmley Junior School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them, and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties, which people on low income have in meeting the costs of educational activities for their children. Birmingham City Council defines people in receipt of Income Support and their dependants as living in poverty, and people in receipt of Housing Benefit and their dependants as living on the margins of poverty.

Children at Walmley Junior School, who are in receipt of: Pupil Premium funding; Income Support; Income based Job Seekers Allowance; Support under section 6 of the Immigration & Asylum Act 1996; Working Tax Credit and an annual income not exceeding the published Inland Revenue threshold; parents and carers may request financial support for education visits and school trips by making an appointment to speak to the Headteacher.

5. Informing Parents

Walmley Junior School follow the DfES guidelines which state that:

‘No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy. If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.’

6. Implementation

Planning, as part of the process of budget building, is essential to developing a charging policy which recognises equality of access. We will endeavour therefore to produce a programme of activities based on a clear set of priorities identified by the school, taking into consideration the projected number of children (including known remissions), costs per head and a breakdown of transportation costs entry fees, teacher costs etc.

Such a process however should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year. These will be implemented in a way that is consistent with the school’s overall policy.