



Reviewed on:	12-09-18
Next Review:	
Staff Responsibility	
Governor responsibility	
Signed by Chair	

## STENBURY FEDERATION

### Charging and Remissions Policy

At Stenbury Federation we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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.

#### Charges

##### 1 Activities for which charges may be made:

a) Activities outside school hours Non-residential activities (other than those listed in 2) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

##### b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in 2 below). When any trip is arranged parents/carers will be notified of the policy for allocating places.

##### c) Music tuition

Music tuition for individuals or groups of up to four pupils

##### 2 Activities which will incur no charge:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- 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
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming).

### **Remissions**

Where the parents of a pupil who is entitled to Free School Meals, is experiencing hardship and requests some financial support, partial or full support can be given. Payment plans and longer time scales of repayment can also be set up if appropriate. The Head and the Chair of the Governing Board may offer to remit in full or part the cost of any residential activity which is deemed to take place in school hours or where it forms part of the curriculum. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of the Governing Board.

### **Arrangements for Monitoring and Evaluation**

The Governing Body will monitor the impact of this policy by receiving on a yearly 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