



Charging and Remissions Policy

January 2016

Philosophy

At Manor Park 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 extracurricular) 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.

The aims of this policy are to:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents / carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities

Books and Equipment

All books, stationery and equipment required as part of the National Curriculum will be provided free of charge.

Parents of pupils who lose or damage books or equipment issued to them are expected to pay for the cost of replacement or repair. Lost library books are currently charged at a standard rate of £5.

Activities within the school day

The school organises a large number of additional activities, which require voluntary contributions from parents/carers, which include:

- visits to museums/stately homes
- outdoor adventure activities
- field work trips
- live theatre groups

Inspiring all to Learn and Grow

- musical events
- sporting events

Any payment from parents for these activities is voluntary but if too many parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments.

Parents of pupils who are working on practical technology activities may be asked for a voluntary contribution towards this activity.

Occasionally the PTA also supports the school and parents/carers by contributing to the above activities; this keeps the contributions to a minimum.

Activities outside the school day

The school offers many lunchtime and after school activities. No charge is made for child participation in the majority of these activities. However some clubs will require a small contribution. eg. cookery club

When external providers services are involved, payment is required for pupils to take part.

Written parental consent is required for these activities.

Residential visits

Payment will be required in respect of residential visits. In cases where this would cause undue hardship, then consideration will be given to the school making a contribution towards the cost. Normally this contribution will be no more than 50% of the overall cost. A payment scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Uniform

For children who are identified as Pupil Premium and entitled to free school meals, the school will contribute one school sweatshirt or cardigan every two years.

Music tuition

There is no charge for instrumental and vocal music tuition which is part of the National Curriculum.

There is a charge for peripatetic music lessons where the specialist teacher is paid for as an extra to the normal staff of the school. The overall cost of this tuition is to be borne by the parents in its totality.

Swimming

The school organises swimming lessons for Year 2 pupils. These take place in school time and children receive approximately ten sessions. We ask parents/carers to make a voluntary contribution towards the transport costs for these sessions.

Remissions

In order to remove financial barriers from disadvantaged pupils the governing body has agreed that those parents in receipt of one or more of the credits below may be offered assistance in paying for the trips and activities, or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008