

St Swithun's Church of England VC Primary School



Charges and Remissions

Issue 5

September 2017

Author / Amended by	Date agreed by Governing Body	Next Review
Moya Whitehead	April 2012	April 2015
Anita Whitehurst	February 2015	September 2015
Anita Whitehurst	October 2015	October 2016
Eddie Kirk	October 2016	October 2017
Eddie Kirk	October 2017	October 2018

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Statement of Policy

St Swithun's Church of England VC Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Day Trips

- Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from the School Fund.
- Pupils who are eligible of the Pupil Premium Grant may also have outings funded through the Pupil Premium funding.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School

- Each phase is responsible for providing enhanced learning experiences within school.
- The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase who will benefit. The school will subsidise where possible from either the phase budget or school fund.
- It is not expected that there will be any profit made.
- Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

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- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

- Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Pupils eligible for the Pupil premium Grant may also have the residential funded through the Pupil Premium funding.
- Children will be treated equally regardless of the payment made by their parents.

Contribution to the School Fund

- The school fund exists to enhance the learning experiences of the children at St Swithun's Church of England VC Primary School. It could be used to provide, for example, visits from theatre companies, an educational visitor, out of school visit or curriculum related workshops.
- Contributions to the fund are made by local charities and commission from organisations using the school, e.g. the school photographer.

General

If an activity cannot be funded without voluntary contributions it will be cancelled.

The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.

Revised and adopted by the Governing Body:

SignedHeadteacher

SignedChair of Governors

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Charges and Remissions				✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓			✓

Question	Equality Groups															Conclusion										
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓				✓				✓				✓				✓				✓				✓
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓				✓	
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓				✓	

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
E Kirk	3.1.17	Policy Working Group	28.9.17