



# Raysfield Primary

**Know myself. Respond to my world.**  
**Connect with my community.**

## Raysfield Primary School

# CHARGING AND REMISSIONS POLICY

Signed (Chair):	Name:	Date: December 2016
Signed (Head):	Name: Louise Lewis	Date: December 2016
Ratified: by Finance Committee on December 2016		Next Review: 4 years – December 2020

## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices</b>	Charging and Remissions Policy	Date	December 2016
EIA CARRIED OUT BY:	Louise Lewis	EIA APPROVED BY:	Finance Committee

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		✓
Marriage and civil partnership		✓
Pregnancy and maternity		✓
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		✓
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		✓
Gender (male, female)		✓
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		✓

Any adverse impacts are explored in a Full Impact assessment

## **Rationale**

At Raysfield Schools we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents financial means.

At Raysfield Schools this charging and remissions 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.

## **Implementation of Policy**

**The policy adopted by Raysfield Schools identifies activities for which:**

- Voluntary contributions may be requested
- Charges will be made
- Charges will not be made
- Charges may be waived

## **Voluntary Contributions**

- At **Raysfield Schools** separate from the matter of charging the school may seek voluntary contributions in order to offer a wide variety of experiences to pupils.
- All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

## **The Law states:**

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset. No child will be excluded from an activity because his or her parents are unable or unwilling to pay. If insufficient contributions are received, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

**At Raysfield Schools charges will not be made for:**

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. 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 the school's basic curriculum for religious education
3. Tuition for pupils learning to play musical instrument (or singing) if the tuition is required as 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

4. Education provided on any trip that takes place during school hours
5. Education provided on any trip that takes place outside schools 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 the school's basic curriculum for religious education
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
7. Transport provided in connection with an educational visit

## **Remissions**

At **Raysfield Schools** the governing body agrees that there should be no financial barriers for pupils to engage in some activities and visits.

If a parent states that his/her child cannot go on a school visit or engage in an activity due to lack of funds the school will give financial support if one or more the following criteria is met:

- family on Income Support
- single-parent family
- on free school meal register
- recommendation from head of year.

## **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminated against pupils from families on lower incomes and we will avoid that method of selection.

## **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

*We take opportunities to maximize positive impacts for sexuality, disabled and non-disabled people, people of different ethnic, cultural and religious backgrounds, girls, boys, men and women.*