

**HILL VIEW SCHOOL**  
**POLICY ON CHARGING FOR AND REMISSIONS FOR SCHOOL ACTIVITIES**  
*Adopted by the Governing Body June 2007, Reviewed April 2011, Reviewed Oct 2012, Reviewed Nov 2014,  
Reviewed Nov 2016*

At Hill View school 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' financial means. 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.

This policy identifies activities for which:

- charges will not be made
- charges will be made
- charges may be waived

### **Voluntary contributions**

Separately from the matter of charging we 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 says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this at the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip of activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

### **No charges will 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.
- 3 Tuition for pupils learning to play musical instruments [or singing] if the tuition is required as part of the National Curriculum.
- 4 Education provided on any trip that takes place during school hours.
- 5 Education provided on any trip that takes place outside school hours if it is part of the National Curriculum.
- 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 trip.

### **Activities for which charges may be made**

#### *Activities outside school hours*

Non-residential activities [other than those listed in 3 above] 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].

#### *Residential activities, eg. Frank Chapman, Hooke Court, Stone Farm*

Board and lodging costs [but only those costs] of residential trips deemed to take place during school time. However pupils whose parents are in receipt of certain benefits [see remissions policy below] may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time [other than for those activities listed in 3 above].

#### *Music tuition*

Music tuition for individuals of groups of up to 4 pupils

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. However, the parent will be expected to contact the Headteacher to discuss their particular situation.

Criteria for qualification for remission when parents/carers are in receipt of:

The relevant support payments are:-

- Income Support/Employment Support Allowance (IR) (ESA(IR))
- Income Based Job Seekers Allowance
- Support under the Immigration & Asylum Act 1999
- Child Tax Credit provided that Working Tax Credit is not included and that the "annual income for Tax Credit purposes", is within the guidelines set for the financial year.
- The 'Guarantee' element of State Pension Credit

Consideration will also be given to other children at risk of vulnerability

### **Additional considerations**

The Governing Body of Hill View School 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 it will try to adhere to the following guidelines:

When any trip is arranged parents, will be notified of the policy for allocating places.

### ***Is a residential trip in or out of school time?***

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours [even if some activities take place late in the evening]. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

It is the policy of Hill View School that charges will [or may] be made for any materials, books, instruments or equipment, where a parent wishes their child to own them eg: a clay model – a charge to cover the cost of the clay. Parental agreement will be obtained before a charge is made.

We have established a system for parents to pay in instalments for residential trips

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 discriminates against pupils from families on lower incomes and we will avoid this method of selection. The exception to this is After-School Clubs which are operated on a first pay, first served basis, although funding is available for pupils from vulnerable families or pupils on free school meals.

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