



## **The Gem Federation**

### **Charging and Remissions Policy**

#### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

#### **The Governing Body will:**

- Invite parents and others to make voluntary contributions towards any part of the school's work, especially the full or part cost of class trips which take part during school time;
- Not charge for any activities which take place in school time, except for instrumental tuition for individual pupils or instrumental tuition for pupils in groups of up to four;
- Charge for activities that are provided wholly or partly outside of school hours, these activities are optional extras;
- Charge for board and lodging on residential courses;
- Charge for child care facilities out of school hours, plus ten minutes, which results in a member of staff supervising a pupil because a parent or other responsible adult is not present. The Headteacher may waive this charge if her permission has been sought beforehand due to emergency circumstances.

#### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Musical events.

#### **Residential visits**

If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for such visits. We



would however like a contribution towards the travel, activity expenses and boarding as these are beyond the scope of our main school budget. If there are any families struggling to make payments help may be available through Government subsidies.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

### **Remissions Policy**

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip 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 (Financial Year 2008/09);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

This policy helps to ensure that this school promotes the individuality of all our pupils, irrespective of ethnicity, attainment, age, disability, gender, or background.

Please refer to our Equality Policy.