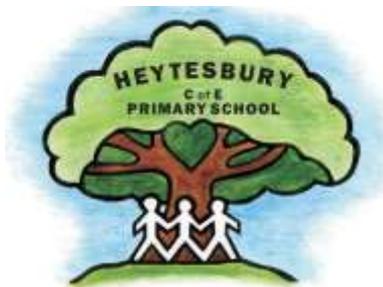


HEYTESBURY CHURCH OF ENGLAND VA PRIMARY SCHOOL



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MISSION STATEMENT

"Nurturing today's minds for tomorrow's world"

VISION STATEMENT

Heytesbury School strives to provide all children with a safe and secure learning environment. We set high standards and expectations to enable all children to do their best and achieve their full potential. A key feature of the school is our caring family atmosphere underpinned by our Church of England ethos.

At all times we offer encouragement and support. When needed, forgiveness, reconciliation, help and guidance is readily given. We want all children to establish a good foundation of knowledge and skills that, not only prepares them for the intellectual challenge presented by secondary school life, but also helps them to develop the social skills and attitudes that are needed in our rapidly changing world.

Our ethos is summed up by focussing on the following six values:

Hope, Courage, Friendship, Forgiveness, Wisdom, Truthfulness

Through adhering to these values we will ensure that the school environment is a safe and caring place where our children can, share, consider and experience ethical enquiry in order to cultivate habits required for good moral conduct.

CHARGING AND REMISSIONS POLICY

Written	September 2014
Author	Policy Committee, review by Full Governors
Reviewed	September 2016
Next Review	September 2017

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities, as well as confirming that schools must ensure that they inform parents on low incomes and in receipt of certain benefits of the support available to them when being asked for voluntary contributions towards the cost of school visits.

The Governing Body believe that 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 appear to prevent some pupils taking full advantage of the opportunities.

This policy identifies:

- Where Voluntary contributions may be requested
- When Charges will not be made
- When Charges will be made
- Where Remissions will apply
- The School Fund

The school day is defined as below:

Heytesbury: 9am to 3.15pm

The midday break does not form part of the school day.

Voluntary Contributions may be requested:

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils.

The Governing Body accepts the basic principle that any activity that takes place mainly in school hours which is beyond the normal curriculum, but deemed sufficiently important to take up school time, should be free. However, voluntary contributions will be invited to meet the full cost.

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. No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

If insufficient contributions are received, the trip or activity may have to be cancelled.

Charging and Remissions Policy

Charges will not be made for:

- An admission application to one of the schools
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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;
- Tuition for pupils learning to play musical instruments (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;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational visit.

Charges will be made for:

1. Activities outside school hours

Residential and non-residential activities (other than those listed 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).

2. Residential visits during school hours

The 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) will be exempt from paying the cost of board and lodging.

3. Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

Charging and Remissions Policy

Remissions:

In order to remove financial barriers from 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. This section sets out the circumstances in which such charges will be waived.

Charges will be made for any materials, books, instruments, or equipment where a parent / carer wishes their child to own them	Charge to cover actual cost of item	No remissions available, but School Fund may be available
Charges for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups pupils	No remissions available
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the individual per pupil cost	Remissions available / School Fund may be available
The full cost of the fee incurred in entering a pupil for examination for which the pupil fails to complete the examination requirements for that syllabus due to good reason (ie sickness certified by a medical professional)	This does not apply to AEB Music Examinations	No fee will be charged

Charging and Remissions Policy

When a parent /carer can prove they are in receipt of any of the following benefits, they will be exempt from paying the cost of board and lodging:

- 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 £16,190 (Financial Year 2012/13);
- the guarantee element of State Pension Credit;
- Income related employment and support allowance.

School Fund

For those parents / carers who may be facing financial hardship in order to pay for an activity or trip, a small fund is available at each school. These funds have been donated by the respective PTA of each school, and are maintained and administered separately for each school. Please feel free to contact your child's teacher or the Headteacher if you wish to make a claim from this fund. All arrangements will be made in the strictest confidence.

Payment terms

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 establish a system for parents / carers to pay in instalments
- Will try to ensure that if an opportunity for an activity arises at short notice it will be possible for carers / parents to arrange to pay by instalments beyond the date of the activity

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