

## Mexborough Highwoods Primary School

### Charging and Remissions Policy

#### Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

- Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.
- All requests to parents for contributions make it quite clear that the contributions are voluntary.
- Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.
- Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remission policy

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events

#### Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits:

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (provided the claimant does not also receive Working Tax Credit, AND whose annual income as assessed by the Inland Revenue does not exceed £16190.00 for the year)
- Guarantee element of State Pension Credit

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.