activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.

- Music tuition – for individuals or groups of any appropriate size.

3. **Families qualifying for remission or help with charges**

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. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family’s income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

4. **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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- 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 discriminates against pupils from families on lower incomes and we will avoid that method of selection.

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<tr>
<th>Date agreed by governing body on</th>
<th>Signature of Chair or Vice Chair</th>
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<tbody>
<tr>
<td>28th November 2018</td>
<td>[Signature]</td>
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<th>Frequency of Review</th>
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<td>Autumn 2019</td>
<td>Annual review as required by legislation</td>
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**Responsibility for Review**

Resources Committee

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**Hill Mead Primary School – Charging and Remissions**

November 2018