

Remission Grant Information for Teaching Staff and Parents/Guardians

If a family has a 'NHS Tax Credit Exemption Certificate', there is a remission grant of 60% of course cost, for children resident in Wirral and attending a Borough LEA school, when visiting the Oaklands Centre with their school during term time, weekdays or weekends.

Alternatively, if a family is receiving Income Support or Income Based Job Seekers Allowance the remission grant is available.

To qualify for remission, the parent or guardian must complete a 'Form B', this form needs to be authorised by a member of the school staff. Part 2 of Form B states:

To qualify for remission you need to have been issued a NHS Tax Credit Exemption Certificate and have this confirmed or have proof of receipt of Income Support or Income Based Job Seekers Allowance. Confirmation can be provided in one of the following ways.

1. *Take your plastic NHS Tax Credit Exemption Certificate to the school and ask a member of the office staff, teacher or Headteacher to sign this form to certify your details are correct.*

Member of Staff signature: _____ Position _____

Certificate Number: _____

OR

2. *You can attach to this form a copy of the original letter sent to you from the Prescription Pricing Authority, which accompanied the NHS Tax Credit Exemption Certificate when it was issued.*

OR

3. *Present to school staff any form of letter from the DHSS or your payment book containing details that will confirm you are in receipt of Income Support or Income Based Job Seekers Allowance.*

Member of staff signature _____ Position _____

Evidence witnessed: _____

'Form A' (School Claim Form for Remission of Board and Lodging Expenses) is completed by the school once all claim forms have been submitted. Forms A and B are sent to the Centre together with other paperwork requested.

Following a visit to the Centre an invoice for the full cost of the course will be sent to the school, payment will be required in full. The LMS Department in Hamilton Building receive the remission grant forms from the Centre and they independently credit the schools delegated budget on code 8640 with the grant money.

Please note that there is no remission on transport costs to and from the Centre.

Please refer to attached samples:

- Form A
- Form B
- Letter from the Prescription Pricing Authority

School Claim Form for Remission of Board and Lodging Expenses when Attending The Oaklands Centre

PART A

School _____

Date(s) of Visit _____

Group Leader _____

PART B

Names of Pupils entitled to Remission (pupils whose parents have a NHS Tax Credit Exemption Certificate or are in receipt of Income Support or Income-based Job Seekers Allowance. Please enclose Parental Remission Claim Form (Form B).

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Total cost of the visit per pupil	Cost of the trip for pupils on Remission	Remission Grant per pupil = 60% costs
a) _____	b) _____	c) _____

Total cost being claimed by the school

Number of pupils x remission grant (cost c) = _____

The Authority will credit your delegated budget on code 8640

Signature of Headteacher _____ Date _____

**Out of School Visits/Activities Consent and Remission Form for
Oaklands Outdoor Education Centre**

PART 1

Pupil's Name _____

Form/Class _____ **School** _____

Proposed Visit/Activity _____

Date(s): _____

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I have given all relevant medical details on the parent/guardian consent and medical forms. If my child is unfit, or his/her fitness is in doubt on the day of the visit/activity, I will notify the party leader (who will make the final decision as to whether my child may participate).

Name: _____ Signature: _____ (Parent/Guardian)

Address: _____

Telephone Numbers for Contact

1. Home no. _____

2. Work/Other No _____

3. Alternative for Emergency use _____

PART 2

Remissions for Board and Lodging – Pupils Whose Parents have a NHS Tax Credit Exemption Certificate or receive either Income Support or Income-based Job Seekers Allowance

To qualify for remission you need to have been issued a NHS Tax Credit Exemption Certificate and have this confirmed **or** have proof of receipt of Income Support or Income Based Job Seekers Allowance. Confirmation can be provided in one of the following ways:

1. Take your plastic NHS Tax Credit Exemption Certificate to the school and ask a member of the office staff, teacher or Head Teacher to sign this form to certify your details are correct.

Member of Staff signature _____ Position _____
Certificate Number _____

OR

2. You can attach to this form a copy of the original letter sent to you from the Prescription Pricing Authority, which accompanied the NHS Tax Credit Exemption Certificate when it was issued.

OR

3. Present to school staff any form of letter from the DHSS or your payment book containing details that will confirm you are in receipt of Income Support or Income Based Job Seekers Allowance.

Member of staff signature _____ Position _____
Evidence witnessed _____