



Charging and Remissions Policy

Date of last review:	2018	Review period:	3 Years
Date of next review:	2021	Written by:	Rebecca Garratt
Type of policy:	Statutory	Committee:	Staffing & Resources
Signature:			

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered in the first instance by the Headteacher and the Governing Body will only become involved in the event of an appeal against the Headteacher's decision.

Prohibition of Charges

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- 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 religious education;
- tuition for pupils learning to play musical instruments 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;

- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

Essential elements of this policy will be included in the School Prospectus which will indicate what charges are/are not to be made and for which activities voluntary contributions will be invited from parents. The whole policy will be included on the School's website.

Charges

- a) Board and lodging on residential visits (not to exceed the costs);
- b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for (if enough money is not received these may be cancelled):
 - i. travel;
 - ii. materials and equipment;
 - iii. non-teaching staff costs;
 - iv. entrance fees;
 - v. insurance costs;
- c) individual tuition in the playing of a musical instrument (not to exceed the costs);
- d) re-sits for public examinations where no further preparation has been provided by the school (full amount);
- e) costs of non-prescribed examinations where no further preparation has been provided by the school (full amount);
- f) any other education, transport or examination fee unless charges are specifically prohibited;
- g) breakages and replacements as a result of damage caused willfully or negligently by pupils will be pursued to replace. This will not exceed our insurance excess of £200. For items less than £200 it will not exceed the costs;
- h) extra-curricular activities (e.g. horse riding) and school clubs (e.g. After School and Holiday Club) (full amount).

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit.

Remissions may be partial rather than total where parents are already in receipt of financial support on account of their child's disability.

Voluntary Contributions

Parents will be invited to make regular or one-off voluntary contributions for purposes such as:

- a) Snacks and drinks (purchased on or off the school site).
- b) Visits to places that make admission charges.
- c) Public transport fares.
- d) Purchase of cookery ingredients, when the end products are to be taken home.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. **Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.**

In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to increase access to activities that enrich the curriculum or add to the quality of pupils' wider experience. They will not normally exceed an average amount of £2.50 per week for primary pupils or £3.50 per week for secondary pupils.