



Charging & Remissions policy

This policy was reviewed and updated in September 2024

The next anticipated review date will be September 2025

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Charging and Remissions

INTRODUCTION

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities

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 are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

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 the 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 he/she has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

PUBLICATION OF INFORMATION

A summary of this policy will be included in the School Prospectus which will specify what changes are/are not to be made and for which activities voluntary contributions will be invited from parents.

CHARGES

The Governing Body will make a charge for: -

- (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:

- (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.
- (d) Costs of non-prescribed examinations where no further preparation has been provided by the school.
- (e) Any other education, transport or examination fee unless charges are specifically prohibited.
- (f) Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (g) Extra-curricular activities and school clubs.
- (h) Visits and excursions that are not part of the National Curriculum.
- (i) Breakfast Club ingredients.
- (j) Charges for examination fees will be made if pupils are absent on examination day for anything other than illness. Medical statements will be required from GP to verify illness.

Pupil Premium: If in receipt of pupil premium the cost of all activities/examinations will be covered by the school.

REMISSIONS

(Where the governing body have determined to charge for board and lodging on a school trip the following paragraph must be included).

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 and whose annual income (as assessed by HMRC) does not exceed £13,480 (FY04/05)

In respect of (e) above account will be taken of any version to the amount as advised by the Authority.

(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be 50% made the corresponding remissions does not exist).

- (a) 50% remission
- (b) 50% remission
- (c) 50% remission
- (d) 50% remission

VOLUNTARY CONTRIBUTIONS

Parents in most instances will be expected to make a contribution for the following:

- (a) Trips and visits to places outside of the National Curriculum.
- (b) Breakfast Club.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge 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.

(Where a request for contributions is included in the policy the school/governors will set out the purposes to which the contributions will be put).

Voluntary contributions will be used to:

- Help part fund the overall costs of the trip only.

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