



Charges & Remissions Policy

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Introduction

This policy has been formulated in accordance with the 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 recognise 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 he has been prepared for that examination at the school; transport provided in connection with an educational trip.

The governing body may charge for all or part of the costs of the following:

- board and lodging on residential visits (not to exceed the costs)
- 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
- individual tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and after school clubs.

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:

- Income Support
- Income-based Jobseeker's Allowance support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16040
- Guaranteed State Pension Credit

Voluntary Contributions

Throughout the year there are likely to be day visits organised for classes in conjunction with their topic work, or visits to the school by Theatres or Workshops etc. Such activities play an important part in the school curriculum, extending the learning that is started in the classroom and in some circumstances, leading to a clearer understanding of the work being studied. Whenever it is possible activities will be paid for wholly or partly by school funds. However, for activities to go ahead it will often be necessary to ask parents to make voluntary contributions towards the cost of these visits. Should a parent decide not to contribute the amount requested, the law states that the child should still be entitled to take part in the activity. Whilst school substitutes many activities from school funds, many visits and activities would not be able to go ahead if a significant proportion of parents decided not to contribute.

For larger contributions there will always be provision to pay by instalments. If paying for visits and other activities causes problems parents are encouraged to approach the school. Parents will usually be invited to make a voluntary contribution for the following: a) Costs of school trips (this may sometimes include Board and Lodging.) b) Costs of extra – curricular activities, where they are provided externally or where they incur costs (e.g. transport, sports kits, equipment). c) Costs of visiting companies, presenters, theatre groups for the purposes of curriculum enrichment. The terms of any request made to parents will specify that the request for a voluntary contribution does not represent a charge.

In addition the following will be made clear to parents: that the contribution is genuinely voluntary and a parent is under no obligation to pay; 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; that if **sufficient funds are not generated to support the activity it may not be possible for it to go ahead.**

Voluntary contributions will be used support the costs of: transport, hire of facilities, entrance fees, tickets, engaging an activity provider (e.g. theatre trip, sports coach, drama group) board and lodging on residential trips, purchasing materials and equipment for an activity, insurance.

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

Loss or Damage

We reserve the right to request payment in the case of loss or damage to school property.