



# **Charging and Remissions Policy**

Signature: .....  
**Mr J Taylor, Headteacher**

Date: .....

Signature: .....  
**Mrs J Dickson, Chair of Governors**

Date: .....

**REVISED: SEPTEMBER 2018**

# CHARGING AND REMISSIONS POLICY

This policy has been formulated in accordance with the Local 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 is 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.

## 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 students 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 student is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- examination re-sit(s) if the student 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 student to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a student 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.

The Governing Body of the School has determined that charges will be made for the following:

- (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 to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. non-teaching staff costs
  - iv. entrance fees
  - v. insurance costs
- (c) The full cost of vocal and musical instrument tuition - unless the student has selected music as an examination option when no charge will be made. For non-payment of fees, school reserves the right to withdraw peripatetic music tuition for the remainder of the academic year.
- (d) re-sits for public examinations where no further preparation has been provided by the school e.g. external candidates
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) contribution to materials in technology lessons for agreed projects
- (g) extra-curricular activities and school clubs, when costs are agreed prior to introduction
- (h) breakages and replacements as a result of damages caused wilfully or negligently by students.

## **Remission**

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 Job Seekers Allowance
- (c) Support under Part V1 of the Immigration and Asylum Act 1999
- (d) Child Tax Credit, where the parent does not receive Working Tax Credit and the family's annual household income (as assessed by HMRC) does not exceed £16,190 (FY 10/11).
- (e) The guarantee element of State Pension Credit
- (f) An income related employment and support allowance that was introduced on 27 October 2008

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

Special consideration may be given to hardship cases not contained within the above criteria. Requests must be made in writing to the Headteacher.

The school will contribute up to 50% of the cost of a residential visit which is required as part of a syllabus for a prescribed examination. e.g. residential field trip.

## **Publication of Information**

A copy of this policy can also be found on the school's website.

## Voluntary Contributions

The restrictions on charging for school activities do not prohibit the school from seeking voluntary contributions in support of any school activity, whether during or outside school hours, residential or non-residential.

Parents/Carers will be invited to make a voluntary contribution for the following:

- a) travel costs
- b) entrance fees to theatres, museums etc
- c) insurance
- d) educator/artist fees
- e) non-teaching staff costs.

Contributions are genuinely voluntary and a parent/carer is under no obligation to pay. However, in some cases, it is probable that visits may not take place unless all parents/carers, who are able, are willing to contribute.

Please note that if a family is unable to contribute, and the trip still takes place, and the student secures a place on the trip then no child for whom the trip is intended will be disadvantaged and left out of the activity.

Registered students at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

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

Date of Policy approval

F & GP Meeting 12 October 2018

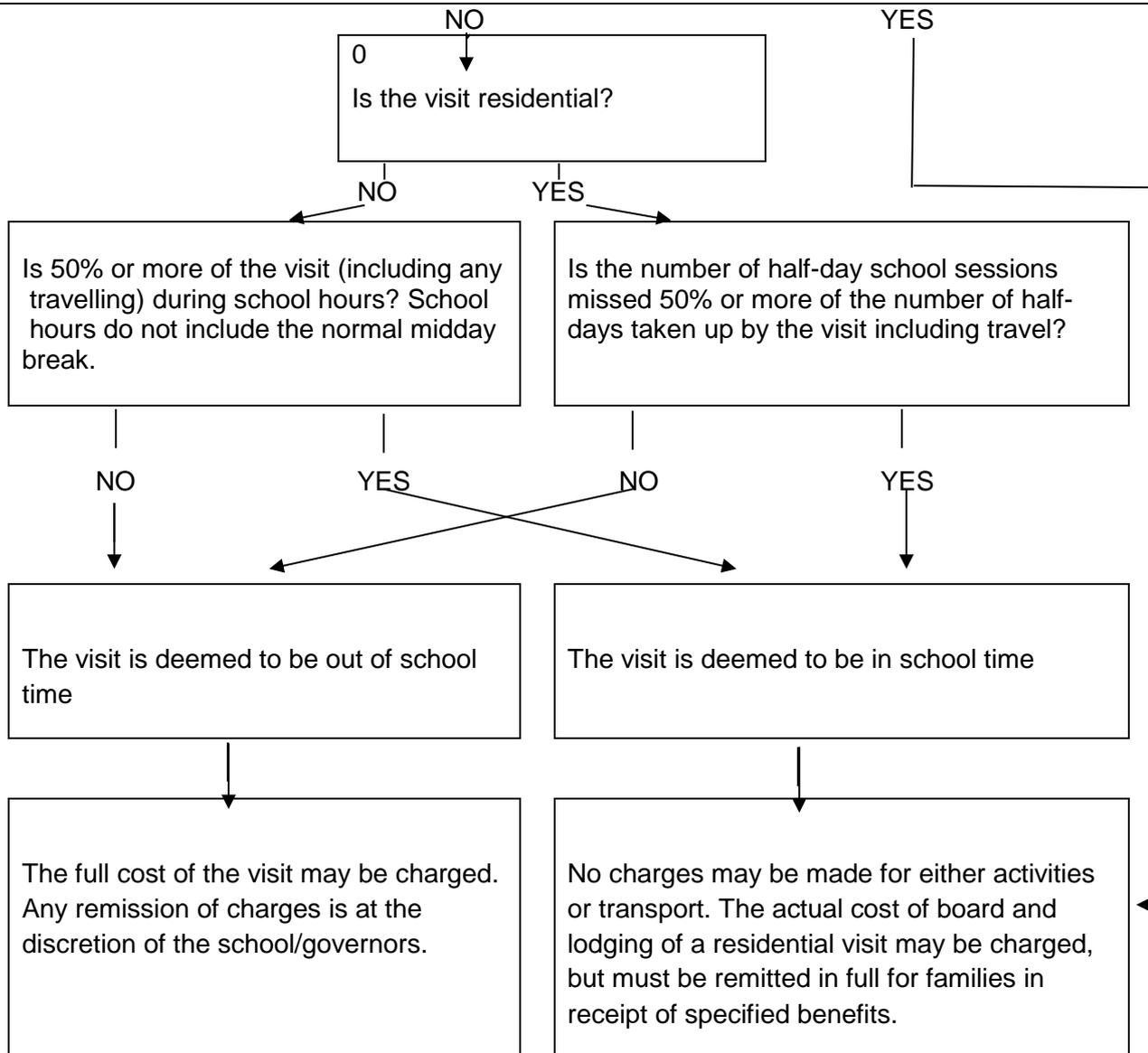
Date of Policy review

September 2019

## Appendix 1

### WHETHER TO MAKE A CHARGE FOR SCHOOL VISITS

Is the visit designed to fulfil a statutory requirement (eg any requirements of the national curriculum, religious education, or the syllabus of a prescribed public examination)?



Voluntary contributions may be requested from parents in any of the above circumstances, but no pupil may be treated differently according to whether or how much their parents have contributed.