



'Succeed today,

prepare for tomorrow'

'A happy, welcoming, school community where we all engage, achieve and excel.'

Charging and Remissions Policy

Academic Year 2017 - 2018

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

Items for which a charge cannot be made

The Governing Body recognise that 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 or vocal tuition if this 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.
- 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 or she has been prepared for that examination at the school.

Items for which a charge can be made

The Governing Body has agreed that the school may charge for 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 travel; materials and equipment; non-teaching staff costs; and supply teachers engaged purely for optional extras
- Vocal and musical instrument tuition
- Other education and transport costs unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Some extra-curricular activities and school clubs
- Some extended school activity
- Costs to the school arising from a child who is persistently collected late
- Damage / vandalism / loss to and of school property
- Community use and lettings (arrangements for the letting of school premises and charges are obtained via Pinnacle PSG).

Where an activity / event is not considered an integral part of the National Curriculum, the school is entitled to make a charge.

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 a reduction of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances (the Government plans to prescribe the circumstances when Universal Credit is fully rolled out)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190 for 2013-2014 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Voluntary contributions

Parents may be invited to make a voluntary contribution for activities and events such as trips and events such as visitors to school. The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- the contribution is genuinely voluntary and a parent is under no obligation to pay
- 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

All notification to parents about visits and visitors will include the following paragraph:

By law, schools are not allowed to make a direct charge for educational visits. However, in order for the visit to be financially viable we must ask parents to support their children with a voluntary contribution towards the overall cost. Although non-contribution will not automatically exclude a child, parents should be aware that if not enough contributions are forthcoming, the visit may have to be cancelled.

Regretfully, the school may withdraw the activity / event if there are insufficient voluntary contributions.

School meals and milk

The Governing Body will determine and publish annually the price to be charged for school meals.

Governing Body – November 2017