



## Charging & Remissions Policy

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| Reviewed        | Oct 2017 |
| Next review due | Oct 2018 |

### Introduction

This policy complies with the following legislation and statutory guidance:

- Education Act 1996 (sections 449 to 462) which sets out arrangements for charging for such activities in schools maintained by local authorities in England.
- The Charges for Music Tuition (England) Regulations 2007
- DfE guidance on charging (October 2014)

### 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 board is responsible for determining the content of the policy and the Headteacher for implementation. Responsibility has been delegated to the Heateacher.

### Prohibition of Charges

The governing board 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 board 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.

### Publication of Information

This policy will be available for parents to view on the school's website.

### Charges

***For each of the following the governing board intends to make a charge for:***

- a) board and lodging on residential visits (not to exceed the costs). *Whilst charges for transport cannot be made parents will however be invited to make a voluntary contribution towards these costs.*
- b) 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
  - entrance fees
  - insurance costs
- c) instrumental and vocal tuition (as requested by parents and provided by specialist tutors)
- d) re-sits for public examinations where no further preparation has been provided by the school
- e) costs of non-prescribed examinations where no further preparation has been provided by the school
- f) any other education, transport or examination fee unless charges are specifically prohibited
- g) breakages and replacements as a result of damages caused wilfully or negligently by pupils

### Remissions

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

- a) Universal credit in prescribed circumstances
- b) Income Support;
- c) Income Based Jobseeker's Allowance;
- d) An income related Employment and Support Allowance;
- e) Support under part VI of the Immigration and Asylum Act 1999;
- f) Child Tax Credit, (providing Working Families 'Tax Credit is not also received and the family's income (as assessed by The Inland Revenue) does not exceed £16,190 (as revised).
- g) The guarantee element of State Pension Credit.
- h) An income related employment and support allowance (introduced on 27 October 2008)

Where parents whose financial circumstances are causing difficulty and who are not in receipt of the support payment outlined above, and feel unable to meet the costs of a residential trip, the matter should be discussed with the Headteacher. All cases will be dealt with in complete confidence and will be considered on an individual basis and families may be invited to pay a contribution.

### **Voluntary Contributions**

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

- a) School trips and visits during or outside school hours, residential or non-residential.
- b) Board and lodgings where the parent is in receipt of remission.
- c) Transport to swimming lessons in KS2.

All parents will be informed of the decision to ask for voluntary contributions at the planning stage of the above activities. Full details of the overall cost of an activity or a trip will be provided in a letter to parents (e.g. admission costs, insurance and transport costs).

Any requests made to parents will clearly state that the school is seeking a voluntary contribution and that this is in no way represents a charge. The contribution is genuinely voluntary and no parent is under any obligation to pay. Parents will only be asked for contributions to cover the cost of the trip or activity for their child. The school makes no profit from these activities. If a parent wishes their child to take part in a school trip or activity but is unwilling or unable to make a voluntary contribution, the child will be allowed to participate fully without discrimination.

If insufficient voluntary contributions are not received, the trip or activity may be cancelled.

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

### **Arrangements for monitoring and evaluation**

This policy will be reviewed on an annual basis by the governing board and will be amended in line with any subsequent guidance from the Department for Education.