



## **CHARGING AND REMISSIONS POLICY**

### **1 Introduction**

- 1.1 The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DfES guidance and complements the school's policy. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **2 Definition**

- 2.1 The school day is defined as: 8.40 – 3.20pm. The midday break does not form part of the school day.

### **3 Responsibilities**

- 3.1 The Headteacher and School Business Manager will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

### **4 Policy statement**

- 4.1 During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil, there may be a charge.

### **5. Voluntary Contributions**

- 5.1 Voluntary contributions may be sought for activities during the school day which entail additional costs, [for example field trips or visiting drama, theatre groups and artists etc].
- 5.2 The Head Teacher, School Business Manager or Teacher will make it clear to parents that there is no obligation to make any contribution.

However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips. In these circumstances *'no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it maybe necessary to curtail or cancel activities.'*

## **6 Optional activities outside of the school day**

- 6.1 The school may charge for optional, extra activities provided outside of the school day, for example a theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where the school wishes to charge parents will be informed in advance. Where specific funding has been received to support particular activities, the school will subsidise the charge to the extent permitted by the funding.

## **7 Education partly during the school day**

- 7.1 If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

## **8 Residentials**

- 8.1 Charges will be made for board and lodging, although pupils whose parents are in receipt of eligible benefits may request a remission. A statement to this effect will be incorporated on all letters to parents where overnight accommodation is required.

## **9 Calculating charges**

- 9.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through additional school contributions, grants and fundraising.
- 9.2 Parents who would qualify for support are those who are in receipt of eligible benefits and school may offer up to a 50% remission. Parents should make a request for remission of fees to the School Business Manager or Head Teacher, who may request evidence to support the request if the child has not already been identified as being in receipt of FSM. All remission of fees will be dealt with in the strictest of confidence

## **10 Eligible benefits:**

10.1 The Governors have agreed that families suffering financial hardship or unusual circumstances (for example multiple children in a year group) may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the head teacher.

10.2 The following are among the eligible benefits for the purpose of this policy:

- Income Support (IS)
- Income-based & Contribution-based Jobseeker's Allowance (JSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit without Working Tax Credit (WTC) providing the annual income, assessed by The Inland Revenue, does not exceed the relevant amount

10.3 Any discussions relating to individual family's financial circumstances will be confidential.

## **11. Malicious Damage**

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

## **12. Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school term so that parents can plan ahead
- We have established a system for parents to pay in instalments wherever possible
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served basis discriminates against pupils from families on lower

incomes and we will avoid that method of selection where possible

**Wording request for Voluntary Contributions:**

*We are asking for a voluntary contribution of £\_\_\_\_\_per child towards \_\_\_\_\_ costs. Whilst this is a voluntary contribution request, it is based on everyone paying. Unfortunately, if we do not receive enough contributions the trip/activity may not go ahead. Any money paid for a trip/activity that is subsequently cancelled will be refunded to parents in full.*

Approved Resources & Full Governing Body	Date: 28 February 2018
Next review	Date: Spring 2019