

CHARGING AND REMISSIONS POLICY

INTRODUCTION

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. All maintained schools must have a charging and remissions policy relating to all activities which the School offers, whether during the school day or outside.

The Governing Body recognizes the valuable contribution that these and any additional activities to the curriculum, which can include clubs, day trips and extended visits, can make towards pupils' personal and social education and its aims are to promote and provide these activities as part of the school's broad and balanced curriculum.

Under the regulations, no school is able to make a charge for school activities which the school offers during the school hours or outside if the activity is part of the national curriculum. However this does not prohibit or restrict the school from seeking voluntary contributions from parents, nor does it put the school under any obligation to pursue a proposed activity if insufficient voluntary contributions are received. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

Where there are limited places available for activities we will clearly state on the initial correspondence what the policy for allocating places will be.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents.

The Governing Body will review this policy annually.

The Governing Body may, from time to time, amend the categories of activity for which a charge is made and also the level of charges shown in this policy. Nothing in the policy statement precludes the Governing Body from inviting parents to make voluntary contributions towards the cost of providing additional education activities for pupils.

SCHOOL VISITS - DURING SCHOOL HOURS (NON RESIDENTIAL)

The Governing Body believes that school visits are a valuable part of the children's learning.

The school is not allowed to make a charge for these journeys but will seek voluntary contributions from parents in order to fund this activity. There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the trip be inadequate it will not take place.

SCHOOL VISITS - OUTSIDE SCHOOL HOURS (NON RESIDENTIAL)

The Governing Body believes that extended visits can provide valuable learning experiences for the children but are aware that Teachers cannot be required to undertake such a visit.

The school will make a charge for activities that take place outside school hours if it is not part of the national curriculum. There is no obligation to participate and should funding for the activity be inadequate it will not take place.

If the activity is part of the national curriculum the school is not allowed to make a charge for these national curriculum activities but will seek voluntary contributions from parents in order to fund the visit. There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the trip be inadequate it will not take place.

RESIDENTIAL VISITS

The Governing Body believes that residential activities can provide valuable learning experiences for the children but are aware that Teachers cannot be required to undertake such a visit.

The school will make a charge for the whole cost of residential activities that take place outside school hours, including the board and lodging element, if it is not part of the national curriculum. There is no obligation to participate and should funding for the activity be inadequate it will not take place.

Parents who are in receipt of the benefits listed in the remissions part of this policy will be **exempt** from the board and lodging element of the residential visit even if it is not part of the national curriculum.

If the residential is part of the national curriculum the school will only charge for the board and lodging element of the trip. The school is not allowed to make a charge for the other elements of the trip for national curriculum activities but will seek voluntary contributions from parents in order to fund the visit. There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the residential be inadequate it will not take place.

Parents who are in receipt of the benefits listed in the remissions part of this policy will be **exempt** from the board and lodging element of the national curriculum residential visit.

SCHOOL MEALS

The charge for school meals is currently £2.00 per child per day which must be paid in advance.

BREAKFAST CLUB / AFTER SCHOOL CLUBS

Charges will be made for breakfast club and after school clubs to cover fees for club providers and costs of resources provided and used at the club. This will not be at a profit to the school.

INDIVIDUAL MUSIC TUITION

Tuition provided at the request of the pupil's parents provided by peripatetic music staff during school hours is charged to parents. Pupils on Free School Meals and Looked after Children are eligible for free music tuition. Details are available from the Office Manager.

INGREDIENTS/MATERIALS FOR PRACTICAL SUBJECTS

The school may charge for ingredients and materials or require them to be provided if parents indicate in advance that they wish to own the finished

product. No child will be disadvantaged because of parents' inability or reluctance to pay.

REPLACEMENT BOOKS/EQUIPMENT

The full cost of replacement lost or damaged reading books, library books or exercise books will be passed on to parents and carers.

BREAKAGES

The school will cover accidental breakages of school property. Deliberate or wilful acts which result in breakage or damage to school property will be charged for at a rate appropriate to replacement costs.

OTHER CHARGES

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report or a request from parents for copy of their child's school record.

The school charging policy will be subject to change if there are new LA or DCSF directives.

REMISSIONS

GENERAL

There may be a number of cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In such cases parents should apply to the Headteacher, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

RESIDENTIAL VISITS

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of the board and lodging element of any residential visit:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008

Signed _____

Date _____

Chair of Governors