



CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with 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 are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 1 education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 2 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 student is being prepared for at the school, or part of religious education;
- 3 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;
- 4 entry for a prescribed public examination, if the student has been prepared for it at the school;
- 5 examination re-sit(s) if the student is being prepared for the re-sit(s) at the school;
- 6 education provided on any trip that takes place during school hours;
- 7 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 student is being prepared for at the school, or part of religious education;
- 8 Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- 9 transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- 10 transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated;
- 11 transport that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- 12 transport provided in connection with an educational trip.

Charges

The Governing Board of the school will make a charge 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 ('optional extras') to meet the costs for;
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (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) breakage and replacements as a result of damages caused wilfully or negligently by students
- (h) extra-curricular activities and school clubs
- (i) Examination fees: A charge will be made for any student who for no good reason, has failed to complete the requirement of the examination or to attend the examination. A charge will also be made if a parent requests that a student is re-entered for an examination or requests a remark for an examination. Students who disrupt an exam will be required to complete further exams in a separate room with an invigilator. The cost of employing this invigilator will need to be met by parents.

Remissions

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 (IS)
- (b) Income based Jobseeker's Allowance (BJSA);
- (c) Support under part VI of the Immigration and Asylum Act 1999;
- (d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £15,575 (FY 2008/2009)
- (e) The guarantee element of State Pension Credit; and
- (f) An income related employment and support allowances 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.

Voluntary Contributions

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

- (a) School Fund
- (b) Trips/Activities, linked to the school curriculum, for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding

If a voluntary contribution is requested, the following will be made clear to parents.

- (a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;



- (b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. (see appendix 1)

Voluntary contributions will be used for:

- School Fund – to enable the school to buy additional items which cannot be funded through normal public funding.
- School Trips/Activities, linked to the school curriculum, to enable the trip or activity to take place.

Refunds Policy

If an activity is cancelled by the school, parental contributions will be refunded in accordance with the cancellation policy of the trip company.

If an activity is cancelled by the parent/carer, the student is ill, or the student is removed from the activity by the headteacher following serious poor behaviour (which has, or could have, led to an exclusion), the following will apply:

- If a replacement student can be found to fill the place then a refund will be given, less any costs incurred (eg. name change or transaction fees)
- If no replacement student can be found, then only those costs that have not already been incurred or can reasonably be recovered will be refunded. Payments already made to other parties on behalf of the student will typically be lost.

If an activity is cancelled by the school, parental contributions will be refunded in full.

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Policy approved:

Chair of Staffing and Finance

Chair of Governors