

# Charging & Remissions Policy



**Reviewed: July 2018**

**Ratified by the Management Committee: 20<sup>th</sup> September 2018**

**Date of next Review: July 2021**

## **CHARGING & REMISSIONS POLICY**

### **Introduction**

This Charging Policy informs staff and families about charging for school activities. It has been drawn up to comply with the legal requirements as summarised in chapter 23 of the Governors' Guide to the Law.

The Management Committee wishes to see learning and opportunity enhanced through the widest range of activities that are possible within funds available. Generally, all activities that directly form part of the teaching and learning of the curriculum are delivered within school hours and cannot be charged for. This policy sets out when charges may be made, the remission of charges and the use of voluntary contributions.

### **Charges**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This includes the cost of supplying materials, books and equipment.

Ingredients for Food Technology or materials in other practical lessons may be charged for if the pupil is taking the items home. Any charges will not exceed the cost of the materials used.

### **Voluntary Contributions**

The Headteacher, members of staff or the Management Committee may ask for voluntary contributions towards the cost of some activities that take place in school hours.

When organising events and activities, which enrich the curriculum and educational experience of the pupils, the school invites families to contribute to these costs. These events could include an offsite trip or the delivery of an enriching experience by a visiting specialist or group. All contributions are voluntary.

Polite reminders may be sent but families must not be made to feel pressurised into paying, as it is voluntary.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the student will still participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the activity. However, there may be occasions when we do not receive sufficient voluntary contributions and it may be necessary to cancel a trip or activity.

## **Residential Trips**

Special rules apply for residential activities.

### **a) In School Hours**

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within school hours), and is to do with the National Curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

### **b) Outside School Hours**

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied, which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

## **Instrumental Music Lessons**

There will be a charge for music lessons and for the hire and repair of instruments that are used for instrumental tuition at school for individuals or for groups of up to 4 pupils, if these do not form an essential part of the National Curriculum.

No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

## **Minibuses**

Charges for travelling in a school minibus would not normally be made, although some contribution towards the fuel costs may form part of the charge for a residential or offsite trip.

## **Damage/Loss of Property**

Families may be charged for breakages and wilful damage, including loss or damage of school equipment by their child, or loss or damage of property belonging to another pupil.

## **Clothing**

We ask families to provide their child with the appropriate clothing for all aspects of the curriculum. This will include school uniform, PE kit and swimming kit.

Most items of uniform are available at chain stores at a modest cost. Items that are only available from the school uniform provider (i.e. sweatshirts and polo shirts with the school logo) are sold at a reasonable price.

### **Extended Schools**

There will be a charge for activities/trips out of school hours that do not form part of the National Curriculum.

### **Tuck**

Some classes may request a voluntary contribution from families towards a snack for their child at break-times. Alternatively, families may provide their own healthy snack if preferred.

### **Review of Charges**

Charges are to be reviewed regularly to ensure charges reflect best value when purchasing items, arranging trips and residentials.

### **Remission of Charges**

Only families who are in receipt of:

- Income Support
- Income-based/Income-related Jobseekers Allowance
- Income-related Employment and Support
- The Guarantee element of State Pension Credit
- Evidence of support under Part VI of the Immigration and Asylum Act 1999 from the National Asylum Support Service or Social Services Asylum Team
- Child Tax Credit only, provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190.
- Working Tax Credit 'Run-on' the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit (with no element of Working Tax Credit)

The Headteacher, Management Committee or Finance Committee may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

If families are experiencing financial difficulty, they are invited to contact the School Business Manager in confidence.

Information re charges must be passed to the School Business Manager before being sent to families to ensure that there is consistent practice across the school.