





Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Charging & Remission Policy

Governors' Committee:	Infrastructure, Finance & Resources
Adopted by the Governing Body on:	17/05/2023
Signed: (Chair of Committee)	
Signed: (Principal)	
Proposed date of review:	May 2024

A. PURPOSE

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remission policy describes how we will do our best to ensure a good range of visits and activities is offered, and at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

Castle Newnham School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

B. RESPONSIBILITIES

The Governing Body of the Castle Newnham School are responsible for determining the content of this policy and the Principal for implementation. Any determination with respect to individual parents will be considered by the Heads of School.

C. PROCEDURES

The Principal, staff and governors will ensure that the following applies:

Activities where NO charge will be applied

- 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 student 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
- Entry for a prescribed public examination, if the student has been prepared for it at the school. Examination resits if the pupil is being prepared for the resits 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to and 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 body or local education authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may be cancelled and refunds will be given.

Activities charges can be made by the school

Trips, visits and activities:

- Board and lodging on residential visits (not to exceed the costs)
- 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
- Extra curricular activities and school clubs
- Breakfast and After School Care Clubs. These clubs provide parents with the opportunity for 'wrap around' care.

Charges include Parentmail transaction fees and a contingency within the cost. Any remaining balance after the trip which is material may be refunded to parents or used to support administrative or set up costs for this or future similar trips

Music Tuition:

Where musical instrument tuition provided at Castle Newnham School by an external agency it is an optional extra. Charges will be made for this by the provider directly to the parent/carer.

Property and equipment:

- Breakages and replacements as a result of damages caused wilfully or negligently by pupils. This includes the costs of replacing any books and or equipment provided by the school.
- Damage/vandalism to and of school property
- Books or materials where parents/carers wish the student to own the goods (such as folders to carry art or technology work; calculators etc)

Remission of Charges

Children whose parents/carers are entitled to claim free school meals will in addition be entitled to the remission of charges for board and lodging costs during residential school trips. If you wish to claim this remission, please ask for an application form from the school office. All requests will be treated in confidence.

Your children are entitled to Free School Meals if you receive any of the following:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit (if applied for on or after 1 April 2018, the household income must be less than £7,400 a year after tax and not including any benefits)

Further details can be obtained from:

- Castle Newnham School Office – 01234 303403 / 300800
- Free School Meals Administrator, Education Welfare Service 01234 228948

Individual Cases of financial Difficulty

Requests for financial assistance should be made in writing to the Heads of School upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place

- The Heads of School may be able to agree flexible, extended payment terms
- Parents in receipt of the above benefits will be considered as first priority for assistance
- In most cases, parents will be asked to make a contribution
- All cases will be treated individually and in confidence

School Publications

Requests for copies of school documents of more than four pages will be charged at the cost of photocopying and postage (where applicable). The school prospectus is free on the basis of one copy per family.