

# CHARGING AND REMISSIONS POLICY



## 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 this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## Charges cannot be made for

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

- 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 pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or 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 that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

## **Charges may be made for .....**

- 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
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Damage/vandalism/loss to and of school property.
- Extra-curricular activities and school clubs.
- Any extended school activity (Breakfast/After school/Holiday)
- Any additional hours (greater than the statutory 15) deemed to be for child care for 3 and 4 year olds in nursery. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

## Remission

Children whose parents are in receipt of the following support payments will, on 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;

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190 for 2013-2014 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

*(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be made the corresponding remission will not exist)*

- Breakfast Club (Free to children in receipt of Pupil Premium)

## Voluntary Contributions

Parents may be invited to make a voluntary contribution for the following;

- a) School Visits
- b) Specialist Activities and groups
- c) Activities where additional costs may occur e.g weekly baking

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition 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 pupils 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.

Voluntary contributions will be used to contribute to;

- Transport costs
- Entrance fees
- Organised workshops/activities

### **School Meals** *(if delegated)*

The Governing Body will determine and publish annually the price to be charged for school meals. This information is available at the office or on the school's website.

The cost of meals 2020-21 is £10 per week (£2 per day) per child. The school continues to subsidise this for all children.

Payment must be made on a Monday for that week.

Reviewed: July 2020

Review date: July 2021

Signed by: \_\_\_\_\_

Head Teacher

Signed by: \_\_\_\_\_

Chair of Governors