



Charging and Remissions Policy

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities and lettings arrangements.

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 is responsible for determining the content of the policy and the Headteacher for implementation. The Headteacher and Governing Body will consider any decisions with respect to individual parents jointly.

Prohibition of Charges

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

- education provided during school hours (including the supply of any materials, books 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;
- tuition for pupils 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 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 re-sit(s) if the pupil is being prepared for the re-sit(s) 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 has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges

The governing body has approved charges for:

- (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 – this service is provided by Hounslow Music Service and managed by the school.
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and school clubs

Remissions

The following remissions will apply to each charge:

Children entitled to Pupil Premium will also be, in addition to having a free school lunch entitlement, may also be entitled to the remission of charges for board and lodging costs during residential school trips.

In addition, children who qualify for remission of board and lodgings on residential trips will be considered for remission of charges for categories b to e, below. This will depend on individual circumstances and will be at the discretion of the Headteacher. The Headteacher will report remissions to governors.

Voluntary Contributions

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

- a) Transport costs
- b) Entrance fees
- c) Visits to school by performers and artists
- d) Visits to school for curriculum enhancement
- e) Extra resources for special events, e.g. cookery
- f) Celebrations

The terms of any request made to parents will specify that the request for 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; and
- 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.

Policy Reviewed Autumn 15

Next review date: Autumn 17