



## Charging and Remissions Policy

### INTRODUCTION

This policy has been formulated in accordance with DfE 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:

- 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
- 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**

- (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) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and after school clubs
- (i) breakfast clubs and after school care
- (j) Private Copying - A charge of 10p per A4 side may be made to cover the basic cost of private photocopying.

### **NURSERY SESSIONS**

- Children staying over the lunchtime period on Mondays to Fridays will be charged £2 to contribute towards lunchtime staffing costs. Parents will be invoiced half-termly in advance.
- Once extra lunchtimes have been agreed upon they will have to be paid for in the event of sickness or term time holidays.

- If extra sessions fall on bank holidays there will be no charge.
- Any queries regarding these fees should be addressed to the Headteacher and will be dealt with at their discretion.
- All monies are paid straight into the budget.

### **PUBLICATION OF INFORMATION**

This policy will be published on the school website.

### **FREEDOM OF INFORMATION**

Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided at a cost based on the cost of copying per A4 side, as detailed in the section marked Private Copying.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

### **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
- b. Family Credit
- c. Income Based Jobseeker's Allowance
- d. Disability Working Allowance.

### **VOLUNTARY CONTRIBUTIONS**

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

- Educational Visits and associated transport costs – the school will subsidise these where possible
- Theatrical performances
- Other optional, extra provision for the pupils, which may not take place without financial support

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

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

- Subsidise the costs associated with educational visits
- Payment of fees attached to theatrical performances.

#### **REVIEW**

This policy will be reviewed in the Spring Term 2016 or earlier if deemed necessary.

Signed ..... Governor

Signed ..... Headteacher

Date .....