



CHARGING AND REMISSIONS POLICY

This policy was compiled using the guidance as set out in the DCSF's document 'Charging for School Activities' published in October 2014 (see appendix).

CHARGING POLICY

1. Introduction

No mandatory charges will be made to parents for education provided during the school day or for education provided outside the school day if it is deemed an essential part of the National Curriculum.

Areas of activity for which charges could legally be made are optional extras. These are:

- Visits to educational settings
- Visits to theatres
- Musical events, Art/History workshops or similar
- Activities provided outside the normal school day that are not part of the national curriculum
- Individual music tuition
- Board and lodging on residential trips

2. Voluntary Contributions

The Directors of the Irthlingborough & Finedon Learning Trust recognise the valuable contribution to pupils' development that visits and bought in services can make. The schools wish to provide such experiences whenever possible.

Although it is sometimes possible to meet all or part of the cost of such visits from school funds or other sources, the school will usually need to seek voluntary contributions from parents. If sufficient contributions are not received then the school may cancel the activity.

Individual letters will be sent to parents when a visit is planned. The letter will state:

- Details of the proposed visit
- The amount of the voluntary contribution
- That no pupil will be omitted because of the lack of contribution
- That support may be available for parents on low incomes and in receipt of certain benefits
- That there is no obligation to make a voluntary contribution. However the visit will not take place if there are insufficient contributions.

3. Limited Space

For some school activities there is a restriction on numbers. When this happens children will not be excluded because of lack of voluntary contribution from their parents. A record will be kept of children included/not included and the reason for the choice.

4. Residential Visits

The schools will charge for board and lodging costs and charges will not exceed the actual cost. Parents will be informed about forthcoming visits in good time and advised that if they are in receipt of benefits listed in clause 1 of the Remissions Policy below, they will be entitled to remission

5. Music Tuition

It is recognised that music tuition is an exception to the law that all education provided during school hours must be free. The school will only charge if the teaching is not an essential part of either the National Curriculum or first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities)

A school can charge for teaching either by individual pupil or groups of an appropriate size to play a musical instrument or to sing.

Discounts may be offered to children whose parents are in receipt of benefits as listed in clause 1 of the Remissions Policy below.

6. Coaching

From time to time the schools may offer additional coaching after school. Qualified coaches who are not members of the school staff may be engaged to run and organise these sessions. A small charge will be made for these activities

7. Breakages or Damages to School Premises/Equipment

A charge will be levied in respect of wilful damage, neglect or loss of school property or equipment, including premises, furniture, equipment, books or materials. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8. Lettings

The school may make its facilities available to outside users at the discretion of the Headteachers. The scale of charges will be determined annually by school's Local Governing Body.

9. Nursery

Parents of children who access the Free Entitlement childcare available within the Irthlingborough & Finedon Learning Trust but then withdraw their child before headcount date, will become liable to pay for all services accessed up to the date of withdrawal

Further charges may be made if Free Entitlement hours have been exceeded at another setting.

10. Miscellaneous Charges

The Headteachers or Directors of the Irthlingborough and Finedon Learning Trust may levy charges for miscellaneous services up to the costs of providing such services eg for providing a copy of an OFSTED report.

If parents have issues with any charges levied this must be communicated in writing to the Chair of the Board of Directors or Headteacher for consideration.

REMISSIONS POLICY

1. Receipt of Benefits

If the parent/guardian of a pupil can prove they are in receipt of the following benefits they will be exempt for paying the costs of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's incomes (as assessed by HMRC) does not exceed £16,190 (Financial Year 13/14)
- The guarantee element of the State Pension Credit
An income related employment and support allowance that was introduced on 27th October 2008.

2. Other Reasonable Circumstances

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

The Headteacher or Directors may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances

Signed
Chair, Board of Directors

Dated