



CHARGING AND REMISSIONS POLICY (Updated Oct 2016) (JHN.SP.008)

Policy Statement

This policy has been formulated in accordance with the LA's guidance on charging for school activities.

Aims and Objectives

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 the Governing Body.

Prohibition of charges

Charges **will not** be made for the following activities:

- 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,
- Tuition for pupils learning to play musical instruments if the tuition is part of the National Curriculum,
- Education provided on any school trip that takes place during school hours,
- Education provided on any school trip outside of 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,

Charges

The following charges may be made:

- Board and lodgings on residential trips (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 cost for: travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs.
- Transport provided in connection with an educational trip.

Remissions

Children whose parents are in receipt of the following support payments may, 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:

- Income support
- Income based Jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the relevant level.



Voluntary Contributions

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

- Swimming lessons
- Cost of transport
- Any activity which takes place during school hours
- School equipment

Any contribution is genuinely voluntary and a parent is under no obligation to pay, and 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.

Signed.....

Chair of Governors: October 2016

Review date: Oct 2017