



**Greenvale School
Charging and Remissions Policy**

**Signed: April 2018
Next Review date: 2020**

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as: 9.15am to 3.30pm.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governing Body:

- may not charge for any activities which take place in school time, apart from instrumental tuition for individual students or students in groups of up to four (unless covered by pupil premium).
- must draw up a charging policy, which does not have to be the same as the LA's policy as long as it meets the requirements of the law;
- may invite parents and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside the school day, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.

The Governors will review the policy on a regular basis.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. It can exclude charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s), we will make a charge. (*See below*)

Physical Education

No charge will be made for use of facilities or transport to PE activities

Food Technology

No charge will be made for materials used unless the "product" is taken home for consumption at the request of the parent.

Art & Design (including Community Education Lewisham Classes)

No charge will be made for materials used unless the "product" is taken home at the request of the parent.

Accredited Courses

No charges will be made for entering pupils for public examinations, including the OCR Functional Skills, Asdan and AQA unit Awards.

Minibus

No charge will be made to pupils for use of the school minibus.

Voluntary contributions may be sought for activities during the school day which entail additional costs, [*for example Educational Visits*]

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel activities

From time to time we may invite a non-school based organisation such as a *visiting drama group or storyteller* to arrange an activity during the school day. Such organisations may charge the school for this service.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

Residential school journeys

Charges will be made for board and lodging, except for students whose parents are in receipt of eligible benefits.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There may be subsidy from the School towards the cost. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of free school meals eligibility there will be the remission of part of the fees for those students who they consider will benefit from such tuition. This has previously been funded through pupil premium.

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

The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

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Eligible benefits: Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £14,495).

Signed: _____

Date: _____