

CHARGING AND REMISSIONS POLICY



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1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed every 5 years or earlier if necessary.

2. Prohibition of Charges

The Governing Body recognises 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 an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it 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 the schools basic curriculum for 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 provided in connection with an educational trip

3. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of example of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

4. Charges for Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

5. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

6. Swimming

The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

7. Damages

The school will normally seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where one or more individual or individuals are identified. Where one or more individual pupils are identified as having caused damage to school facilities, infrastructure, furniture or assets, the school will try to recover the costs and charges incurred in remedying the damage from the parents/carers.

Charges for damages may include for example, materials, replacement items, third party contractor costs, and school Site Team working time costs.

Where more than one individual is identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability.

Culpability of individuals with regard to damage liability will be established on the basis of evidence which may include:

- Written admissions by those identified
- Corroborative written statements by witnesses
- Review of CCTV footage

Parent/carers will be directly invoiced by the school. A staged payment period will be considered by the Finance Administrator on application and subject to mutual agreement. Overdue invoices (whether partially or fully outstanding) for payment will be pursued through the school for recovery. The school may take legal action if invoices are left unpaid.

8. Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the residential trip and/or music tuition or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS);
- Income Based Jobseekers 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 income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit; and

- An income related employment and support allowance that was introduced on 27 October 2008.
- Universal credit in prescribed circumstances
- Other benefits considered by the Headteacher to be equivalent

9. Monitoring and review

This policy is monitored by the governing body every five years.