



## Charging and Remission Policy

Approved by the Governing Body of West Monkton Church of England Primary School:

Agreed by FGB: 15<sup>th</sup> September 2017

*“At West Monkton we aim to be an inspirational community, where everyone has the courage and confidence to fly.”*

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school’s Health and Safety, Child Protection, Security and Safeguarding policies.

## West Monkton Primary School Policy on Charging and Remission

This policy will highlight what charges can and cannot be levied for activities, circumstances in which a voluntary contribution may be requested and situations where remissions may be appropriately implemented.

### Charges for Activities

Legislation **prohibits** schools for imposing charges on parents or pupils for:

- Education provided within school hours- including required materials (i.e. books, instruments etc.)
- Education provided outside of school hours that is; part of the National Curriculum, a required part of a prescribed public examination syllabus, or a part of religious education.
- Tuition for pupils learning to play a musical instrument, if the tuition is a part of the National Curriculum, a required part of a prescribed public examination syllabus, or part of religious education.
- Entry for prescribed public examination, if the pupil is being prepared for it at the school.
- Examination resits, if the pupil is being prepared for it at the school.
- Education provided on any trip that takes place in school hours.
- Education provided on any trip that takes place outside of school hours, if it is; a part of the National Curriculum, a required part of a prescribed public examination syllabus, or a part of religious education.
- Supply teachers to cover for teachers absent due to a school field trip or residential trip.
- Transporting pupils to and from the school premises, where the Local Education Authority has a statutory obligation to provide transport
- Transporting pupils to and from the school premises, where the Governing Body or Local Education Authority has arranged for pupils to be educated.
- Transport that allows a student to meet an examination requirement, where they have been prepared for the examination at the school.

Charges **can be** levied on parents or pupils for:

- Board and lodging on residential visits, charges cannot exceed the cost.
- Proportionate costs for an individual pupil for activities that take place mainly or wholly outside of school hours, in order to cover costs of; travel, materials & equipment, non-teaching staff, entrance fees and insurance fees.
- Vocal and instrument tuition.
- Resits for a public examination, where no further preparation has been provided by the school.
- Examination fees where a student fails, without good reason, to sit the examination.
- Any other education, examination or transport where no further preparation has been provided by the school.
- Any other education, examination or transport unless fees are specifically prohibited.
- Extra-curricular activities and school clubs.
- Any extended school activity.
- Damage, loss or vandalism of school property.
- Breakages or damages caused wilfully or negligently by pupils.

## **Voluntary Contributions Policy**

Parents may be invited to provide a voluntary contribution for the following:

- Educational visits
- Sporting activities that require transport expenses
- Outdoor adventure activities
- Visits to or by a musical group or theatre company
- School trips abroad
- Visits to school by external experts for a specific project

Voluntary contributions must be genuinely voluntary, parents and pupils must have no obligation to pay. Pupils cannot be treated differently based on whether a contribution has been received or not.

The monetary amount requested must be determined by the School Business Manager or, where appropriate, the Governing Body.

## **Remission Policy**

Pupils whose parents are recipients of the following benefits will be entitled to remission of charges for board and lodging costs on residential trips:

- Income Support
- Income Based Job Seeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income, as assessed by Inland Revenue, does not exceed the Government published value.
- Guaranteed State Pension

## **Regular Charges**

Swimming lessons are regularly provided for pupils, a voluntary contribution is often requested to subsidise the cost of these lessons.

Kingfisher Wrap Around Care, which provides staff and supplies for the breakfast and afterschool clubs, requires a payment from parents.

Any after school extra-curricular sports or clubs also require payment from parents. This may be direct to the provider.

Please see the Nursery policies regarding charges and remissions for childcare spaces.

## **Review**

Charging and Remission policies must be reviewed annually by the School Business Manager, to ensure that practises and procedures stated are being carried out and are effective for parents, pupils and the school.

Headteacher.....

Chair of Governors.....