



Kingsdale Foundation School

Charging and Remissions Policy

CHARGING POLICY (Including Remissions)

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy will be reviewed on an annual basis and the date recorded at the end of the document.

1. The policy identifies activities for which:

- voluntary contributions may be requested
- charges will not be made
- charges will be made

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions, will be treated no differently from those who have done so.

This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Law states:

If the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will make this clear to parents from the outset. No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

3. No charges will be made for:

- An admission application to any maintained school
- Education provided during school hours (including the supply of some 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 for which the pupil is being prepared at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination

for which the pupil is being prepared at the school, or part of religious education;

- Initial 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 (see 4a);
- Education provided on any trip that takes place outside school hours (see 4a) if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or part of the school's basic curriculum for religious education;

4. Charges may be made for:

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 8)

b) Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

c) Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

When any trip is arranged, parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time. It will be usual practice for a lottery system to be operated for allocation of places, as this is considered to be fairer than a first-come-first served system.

5. Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'. Any charges made will not exceed the actual cost (per pupil) of provision.

It is the policy of Kingsdale Foundation School that charges will (or may) be made as indicated below.

Parental agreement will be obtained before a charge is made.

Activity or thing for which a charge will or may be made:

Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them; E.g. A clay model – a charge to cover the cost of the clay.

Chargeable

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- Charges will be made for the board and lodging component of residential trips. The charge will not exceed the actual cost

- Charges will/may be made for Extracurricular Activities . Remission for category A (see below)

- Charges will/may be made for Optional Courses Remission for category A (see below)

6. Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

7. Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated above. Criteria for qualification for remission are given below.

Category A

Please note that proof of qualification will be required.

Parents in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- 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 does not exceed a certain amount (as assessed by Her Majesty's Revenue and
- Customs).
- Guaranteed State Pension
- An income related employment and support allowance, introduced on 27th October 2008

8. Is a school visit/residential trip in or out of school time?

If the number of school sessions on a school visit/ residential trip is equal to or greater than 50% of the number of half days spent on the visit it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

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