

Charging and Remissions Policy

Purpose of Policy

The Charging and Remissions Policy informs staff and parents about charging and remissions for school activities. It conforms to the requirements of the legislation and advice outlined in *Charging for School Activities: departmental advice for governing bodies, school leaders, school staff and local authorities, Department for Education, 2018*.

Roles and responsibilities of Headteacher, Staff and Governors

The Headteacher, staff and governors will ensure that the following applies:

1. No charges will be made 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
 - a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - the school's basic curriculum for religious education.
- Instrumental or vocal tuition if the tuition is required as part of the National Curriculum.
- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of the school's basic curriculum for religious education.
- Entry for a prescribed public examination (or re-sit) if the pupil has been prepared for it at the school.
- Transport provided to take a student to premises where the LA/GB has arranged for education to be provided to the student.
- Transport provided in connection with an educational visit.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

2. Activities for which charges can be made

- Any materials, books, instruments or equipment, where the student's parent wishes them to own them
- Music or tuition for individuals or groups provided at the request of the student's parent.
- Optional extras – the school can charge for activities known as optional extras (*see 2.1 below*).

2.1 Optional extras

The following are optional extras and charges can be made for these activities. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Any charge made will not exceed the actual cost of providing the activity, divided equally by the number participating.

- Education provided outside of school hours that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of the school's basic curriculum for religious education.
- Board and lodging costs on residential visits. Students whose parents are in receipt of certain benefits (*see 4 below*) are exempt from paying board and lodging costs.
- Transport (other than transport that is required to take the student to premises where the LA/GB have arranged for education to be provided to the student or transport provided in connection with an education visit).

3. Voluntary contributions

As an exception to the requirements set out in *Section 1* of this policy, voluntary contributions may be requested to fund activities that take place during school hours. The governing body has agreed that the school can invite parents and others to make voluntary contributions to help school funds go further.

There is no obligation for parents to make any contribution, and no student will be excluded or treated differently if their parents are unwilling or unable to pay. The school may have to cancel an activity if there are insufficient voluntary contributions to make the activity possible.

The school will ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

4. Remission or help with charges

In order to remove financial barriers, 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 will be at the discretion of the governing body and will depend on the activity.

Parents who can evidence they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support or Income Based Jobseekers Allowance
- Universal credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- The guarantee element of State Pension Credit.
- An income related Employment and Support Allowance that was introduced on 27 October 2008

5. Additional considerations

The governing body acknowledges its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. The school will try to publish details of visits (and approximate cost) as far in advance as possible so that parents can plan ahead and to operate a system for parents to pay in instalments.

The Governors' Resources Committee will review and approve this policy on a bi-annual basis.

Date Agreed by Governors: 10 October 2018

Next review due: October 2020