

## Charging and Remissions Policy

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### **Purpose of Policy**

The Charging and Remissions Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance outlined in *Charging for School Activities: advice for governing bodies, school leaders, school staff and local authorities, Department for Education, 2014*.

### **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:**

- 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 the school's basic curriculum for religious education.
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

#### **2. Activities for which charges may be made:**

- Activities outside school hours

Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on the activity takes place outside school hours.

- Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits (see 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

- Music tuition – for individuals or groups.

#### **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged students, 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 charges will be waived.

Parents in receipt of:

- 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
- Guarantee element of State Pension Credit.
- An income related Employment and Support Allowance that was introduced on 27 October 2008

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

#### **4. Voluntary contributions**

Governors have agreed that voluntary contributions may be requested.

Where the school invites parents to make voluntary contributions, students of parents who do not contribute will not be treated differently from those who do make contributions.

The school will have the right 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.

#### **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 adhere to the following guidelines:

- The school will publish details of visits (and approximate cost) as far in advance as possible so that parents can plan ahead.
- Operate a system for parents to pay in installments.

*Governors will review this policy on an bi-annual basis.*

**Date Agreed by Governing Body: 3 March 2014**

**Date reviewed: 3 February 2016**

**Next review due: 2018**