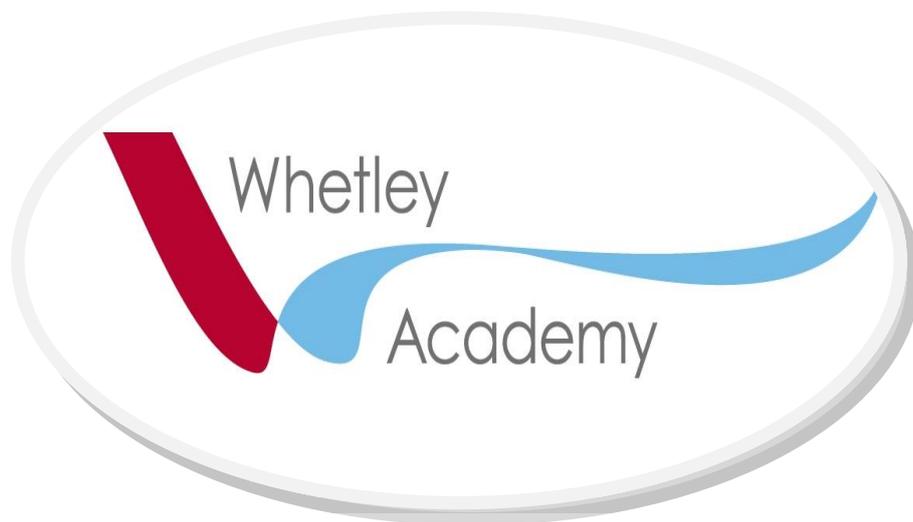


# CHARGING AND REMISSIONS POLICY



## **CHARGING AND REMISSIONS POLICY**

### **1. Introduction**

This policy has been formulated in accordance with DCFS guidance on: Charging for School Activities.

### **2. Aim**

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. It also sets out those activities for which charges will not be made.

### **3. Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### **4. Charges**

Parents will be charged for the cost of some activities during school time. These include:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument where this is not an essential part of the national curriculum or first access to the KS2 instrumental and vocal tuition programme (Wider Opportunities).
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs.

Schools and local authorities can also charge for any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

### **5. Prohibition of Charges**

The Governing Body of the School recognise that charges cannot be made for the following:

- (a) education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- (b) 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;

(c) tuition for pupils learning to play musical instruments if the tuition is required as 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;

(d) education provided on any trip that takes place during school hours;

(e) 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 religious education;

(f) supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

(g) transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;

(h) transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;

(i) transport provided in connection with an educational trip.

#### **6. Publication of Information**

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

#### **7. Remissions**

Children whose parents are in receipt of the following support payments may be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- (a) Income Support (IS);
- (b) Income Based Jobseekers Allowance (IBJSA);
- (c) support under part VI of the Immigration and Asylum Act 1999;
- (d) 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 £15,575 (Financial Year 2008/09);
- (e) the guarantee element of State Pension Credit; and
- (f) an income related employment and support allowance that was introduced on 27

October 2008.

#### **8. Voluntary Contributions**

Parents will be invited to make a voluntary contribution for:

- (a) some activities that take place as part of the Foundation Stage and national curriculum in school to help to defray the costs. These could include visits, special events, visitors, photo files, theatre groups etc and by asking for voluntary contributions would enable the school to enhance the curriculum opportunities either more regularly or beyond what is usually within the means of the school budget
- (b) some activities that take place as part of the national curriculum outside school to help

defray the costs. These could include visits to places of special interest/the local area

where there is a transport/admission cost and by asking for contributions this would

enable the school to enhance the curriculum opportunities either more regularly or

beyond that which is usually within the means of the school budget

The terms of any request made to parents will specify that the request is for a voluntary

contribution and in no way represents a charge. In addition, the following will be made clear to

parents:

(a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;

and

(b) that registered pupils at the school will not be treated differently according to whether

or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the

Headteacher.

However, once a voluntary contribution has been made, the contribution will only be

refundable under exceptional circumstances.

Where there are insufficient contributions to cover costs, the school will endeavour to cover the

costs from other budget sources. However, the school does reserve the right to cancel the trip

in such circumstances in which case the voluntary contributions received will be refunded.

### **9. Sales items**

The school has available a range of items available for purchase:

(a) **School uniform.** Children are expected to wear clothing that conforms to the school

colours. School-branded garments are available for purchase.

(b) **PE kits.** Children are expected to wear appropriate clothing for PE and games lessons.

A school kit is available for purchase.

(c) **Book bags.** Before children are permitted to take reading books home, school book bags should be purchased.