



<b>Policy:</b>	Charging and Remissions Policy
<b>Owner:</b>	
<b>Approval Date:</b>	September 2017
<b>Review Frequency:</b>	Annually
<b>Review Date:</b>	September 2018
<b>Signed:</b>	
<b>Notes:</b>	

*As a Rights Respecting School we recognise Article 29 'Goals of Education' from the UN Convention of the Rights of the Child.*

### **Purpose**

The purpose of the policy is to inform staff and parents about charging for school activities. The Governing Body will ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 08:40 to 12:00 and 13:00 to 15:00 during term time.

### **References**

The policy has been informed by Department of Education Departmental advice and sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in maintained schools, which compliments the information given in 'The Governors Handbook'.

### **No charges will be made for:**

- any application for admission to the school;
- education provided during school hours, including the supply of any materials, books, instruments, other equipment or essential transport;
- education provided outside school hours if it is part of the national curriculum or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

### **Charges will be made for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition, either individually or in groups, where the tuition is provided at the request of the parent;
- education and activities outside of school hours which are not an essential part of the national curriculum or religious education
- board and lodging on a residential trip (see also Remissions)
- extended services such as Breakfast Club and After School Care
- parents will be asked to pay for malicious or careless damage to school property when such damage had been caused by their child(ren).

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.



## **Voluntary Contributions**

From time to time the school will ask parents to make voluntary contributions towards activities during school time to make school funds go further. Any pupil whose parents cannot or will not contribute will not be excluded from such activities and will not be treated any differently. However, if voluntary contributions for a particular activity are not sufficient to make it financially viable, the school reserves the right to cancel the activity for the whole class or group of pupils involved.

## **Remissions**

Where a child is eligible for free school meals, or parents are receiving the following benefits, the school may be able to remit some or all of the charges:

- Universal Credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008

Parents who can prove they are in receipt of one of the above benefits will be exempt from paying the cost of board and lodgings on a residential trip taking place during school hours.

Any parent wishing to apply for remission of charges on financial grounds should write to the Headteacher giving full details of the circumstances. All such requests will be viewed sympathetically and treated in confidence.