



# Charging and Remissions Policy

(Policy and Procedure for Charging and Remissions)

igned by:	
Head Teacher	
Chair of Governors	
Date Adopted	
Date of Review	September 2017

## **INTRODUCTION**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of Design Technology, where a voluntary contribution is requested to help pay for materials. Completed items are taken home.

## **AIM**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **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.

## **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.

## **CHARGES:**

### **1. RESIDENTIAL TRIPS**

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the travel, board and lodging. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy)

### **2. MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument then a charge would be levied. Normally, peripatetic music teachers invoice parents directly for music fees.

### **3. ACTIVITIES OUTSIDE SCHOOL HOURS**

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non teaching staff costs
- Entrance fees
- Insurance costs

#### **4. DAMAGE/LOSS TO PROPERTY**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

#### **5. EXTRA CURRICULAR AND SCHOOL CLUBS**

Clubs and activities provided by third parties will be chargeable

#### **6. LETTINGS**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings Policy

#### **7. OTHER CHARGES**

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

#### **REMISSIONS**

If the parent/guardian of a pupil is in receipt of free school meals or listed as Pupil Premium, parents are invited to discuss a substantial subsidy towards the costs of any educational activity. No child will be denied access to educational activities due to financial concerns.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support
- Income Related Employment and Support Allowance (NOT Contribution Based ESA)
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit (but NOT getting Working Tax Credit) and combined annual, income as assessed by HMRC, is not above £16,190 (as at 6 April 2011)
- Guarantee Element of Pension Credit
- National Asylum Seekers Support (NASS)

#### **VOLUNTARY CONTRIBUTIONS**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visiting speakers, drama groups, sports coaches
- visits to museums, galleries, exhibitions
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- musical event