
Charging and Remissions Policy



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The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The schools view this as part of providing the good quality education referenced in Article 28 of the UN Convention on the Rights of the Child.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1. Introduction

This policy has been formulated in accordance with DfE advice on Charging for School Activities published in May 2018.

2. Aim

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

Section 6.7 and 8 covers education provided wholly or mainly during school hours; Section 9 covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body.

3. Responsibilities

The Governing Body is responsible for determining the content of the policy and the Executive Headteacher for implementation. Any decisions with respect to individual parents will be considered by the Executive Headteacher.

4. Prohibition of Charges

In line with DfE guidance, the Governing Body will not charge for any of the following,

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5. Publication of Information

The policy is available on the schools' websites. A hard copy will be provided on request.

6. Charges for Curricular Activities

- Board and Lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside of school hours ('optional extras') to meet the cost for:
 - (i) Travel
 - (ii) Materials and Equipment
 - (iii) Non-teaching staff costs
 - (iv) Entrance fees
 - (v) Insurance costs
- Individual tuition in the playing of a musical instrument in limited circumstances, such as:
 - The tuition is provided at the request of the pupil's parent. In this case the charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.
- Re-sit(s) for public examinations where no further preparation has been provided by the school.
- Costs of non-prescribed examinations where no further preparation has been provided by the school.
- Any other education, transport, or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extracurricular activities and school clubs (see section 9).
- Certain Early Years Provision – *The Education (charges for Early Years Provision) Regulations 2012*
- Community Facilities - *The powers to provide community facilities are under s.27 (1) of the Education Act*

7. Voluntary Contributions

Parents will be invited to make a voluntary contribution to the following:

- For class trips to locations outside of school that requires a fee to be paid.
- For the cost of a coach to and from the school (e.g trip to the seaside)
- Pay for the cost of an educational visitor to run a programme in school.

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.

- That the contribution is genuinely voluntary and the parent is under no obligation to pay: and
- That the 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.

Statutory policy

The responsibility for determining the level of voluntary contributions is delegated to the Senior Executive Head teacher. Voluntary contributions will be used to:

- Cover the admission fee for groups of children on trips
- Cover the cost of employing an educational visitor into the school to run programmes.

8. Charges for Extended Activities

Charges are made for optional, extra activities provided outside of the school day, for example Sporting, Arts and Dance clubs. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body.

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The Governing Body has decided that charges can be reduced or removed for some activities in the following circumstances:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)