



Charging and Remissions Policy

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By:	Governing Body
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Introduction

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

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 Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

Charges – a scale of charges is on display in the main entrance

- Breakfast Club
- Board and lodging on residential visits (not to exceed the costs) except for those families who are exempt.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Book bags
- Children's university Passports (if lost)
- Reading diaries (if lost)
- Some after school activities when using an outside provider

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

1. Income Support;
2. Income Based Jobseeker's Allowance;
3. Support under part VI of the Immigration and Asylum Act 1999;

N.B. In the event of a weekend residential, the school may ask for a contribution.

Voluntary Contributions

Parents may be invited to make a voluntary contribution for the following:

- a) School visits – entrance fees.
- b) Materials for practical activities – this will only be in the event of an expensive out of hours project and the child will have an end product to own.

In the event of parents being asked to make a voluntary contribution

- a) The contribution is genuinely voluntary and a parent is under no obligation to pay.
- b) Registered pupils at the school will not be treated differently according to whether or not their parents have contributed in response to the request.

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

Voluntary contributions will be used to:

- Support the cost of a visit
- Support the cost of a project involving expensive materials that cannot be supported through the school budget