



# Charging & Remissions Policy

BASED ON DFE MOST CURRENT ADVICE DATED OCTOBER 2014

Agreed by Governors on: 21.03.16

Signed by Chair of Governors: Sally Birkbeck

A handwritten signature in black ink that reads "Sally Birkbeck".

Statutory policy YES

Frequency of review period: every 3 years

## Document History

Date	Description
18.05.13	Last reviewed
21.03.16	Agreed by Governors
01.03.19	Review due

*Safe Happy Learning*

## **Purpose**

The purpose of the policy is to 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 9am until 3pm with a break over lunchtime. Most children stay for lunch as are provided with transport to and from school.

## **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

## **Roles and responsibilities of headteacher, other staff, governors**

The Headteacher will ensure that the following applies:

### **During the school day**

All activities that are a necessary part of the Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument unless the teaching is an essential part of the Curriculum, we may make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs. An example might be to pay for the transport to get to a venue, to cover admission charges, the extra costs for snack and cookery ingredients.

In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, the Headteacher will arrange to accept voluntary payments to avoid parents asking the Headteacher to agree to their child being absent for that period.

### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example, Fairs, Discos, family entertainments, lunch time and after school clubs. Such activities are not part of the National Curriculum or religious education.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

## **Residentials**

Voluntary contributions will be asked for board and lodging, except for pupils whose parents are in receipt of ;

Universal credit

Income Support

Support under part 6 of the Immigration and Asylum Act 1999

Child Tax credit provided that Working Tax credit is not also received and the families income (as assessed by her Majesty's Revenue and customs does not exceed the current financial years limit)

Income-based Jobseeker's Allowance.

The guarantee element of State Pension Credit

An income related employment support allowance

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

### **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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of allowances e.g. those in receipt of:-

Universal credit

Income Support

Support under part 6 of the Immigration and Asylum Act 1999

Child Tax credit provided that Working Tax credit is not also received and the families income (as assessed by her Majesty's Revenue and customs does not exceed the current financial years limit)

Income-based Jobseeker's Allowance.

The guarantee element of State Pension Credit

An income related employment support allowance

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.