



CHARGING AND REMISSIONS POLICY

1 Introduction

- 1.1 The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DfES guidance and complements the school's policy. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

2 Definition

- 2.1 The school day is defined as: 8.50 – 3.20pm. The midday break does not form part of the school day.

3 Responsibilities

- 3.1 The headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

4 Policy statement

- 4.1 During the school day all activities that are a necessary part of the National 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 either the National Curriculum or a public examination syllabus being followed by the pupil, there may be a charge.
- 4.2 Voluntary contributions may be sought for activities during the school day which entail additional costs, [for example field trips or visiting drama, theatre groups and artists etc].
- 4.3 In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities].

5 Optional activities outside of the school day

- 5.1 The school may charge for optional, extra activities provided outside of the school day, for example a theatre visit]. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where the school wishes to charge parents will be informed in advance. Where specific funding has been received to support particular activities the school will subsidise the charge to the extent permitted by the funding.

6 Education partly during the school day

- 6.1 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.

7 Residential

- 7.1 Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits who may request a remission. A statement to this effect will be incorporated on all letters to parents where overnight accommodation is required.

8 Calculating charges

- 8.1 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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising.
- 8.2 Parents who would qualify for support are those who are in receipt of eligible benefits and school will offer up to a 50% remission.

9 Eligible benefits:

- 9.1 The following are among the eligible benefits for the purpose of this policy:
- Income Support (IS)
 - Income-based & Contribution-based Jobseeker's Allowance (JSA)
 - Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit without Working Tax Credit (WTC) providing the annual income, assessed by The Inland Revenue, does not exceed the relevant amount

Reviewed and agreed Resources Committee	Date: 7 th May 2014
Approved Full Governing Body	Date: 14 th May 2014
Next review	Date: Spring 2015