

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for activities as set out in the Education Act 1996: Sections 449-462. This policy covers what the schools governing bodies may and may not charge for when activities take place either during or outside of school hours, including residential activities. It explains 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 this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

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

- Admission fees for admitting pupils into maintained schools
- Education provided during school hours (including the supply of any materials, books, wider resources for class use or other equipment) except in respect of certain nursery provision – see below)
- 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
- Education provided on any trip that takes place during school hours
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip, but a voluntary contribution can be requested

The Governing Body of the school recognise that charges can be made for:

- Board and lodging on residential visits (not to exceed the costs)
- Any additional hours used by any three/four year olds over and above the amount of eligible free hours of education per week for 38 weeks per year
- **The early years wrap around provision offered to nursery and reception aged pupils.**
- **Charges for late collections from the wrap around provision (in line with contracted terms).**
- Any materials, books, instruments or equipment, where the pupil's parents wish them to own them.
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) such as travel, material and equipment, non teaching staff costs, entrance fees and insurance costs. Parents need to know how these charges are calculated and who might qualify for help with the costs or even get these free.
- Vocal and musical instrument tuition
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra curriculum activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

Residential activities

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half days beginning at noon and at midnight.

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel; a voluntary contribution must be requested instead. However, charges can be made for the board and lodging, except for pupils whose parents receive

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)

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 guarantee 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 four weeks after you stop qualifying for Working Tax Credit

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

Voluntary Contributions

Although charges are not made for school time activities, we invite parents and others to make a voluntary contribution to support the cost of these activities, making it clear to parents that these contributions are voluntary and that children of parents who do not contribute will not be treated any differently. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall parents need to be advised that the activity will be cancelled.

If charges are made for each pupils, this should not exceed the actual cost of the activity, charging for non payment should not be built into the costing. If a particularly activity cannot take place without some help from parents, this should be made clear at the planning stage.

If charges are made for a particular activity, then it should be set out how the charge will be calculated and the circumstances under which anybody will be eligible for a waiver or reduction in the charge.