

# Queen's Crescent School

## Charging and Remissions Policy

### Rationale

Schools are required to set out their approach to making charges to parents of children attending the school. Any charges made by the school must meet the requirements of sections 449-462 of the Education Act 1996.

The aim of this policy is to ensure that all within the school community are clear about the approach that will be used.

### School Charging Policy

1. Charges will not be made for education provided during school hours or education provided outside school hours if it is part of the national curriculum.
2. Where charges are made parents will be advised as to whether the request is either a voluntary contribution or a charge.
3. Charges may be made for vocal or instrumental tuition provided either to groups or individually, provided that the tuition is requested by the parent of the pupil. Charges may not exceed the cost of the provision, including the cost of the staff providing the tuition.
4. Where charges are to be made as in the case of music lessons, parents will have full and detailed information so that when they commit themselves to payments they have clear information on which to base their decision.
5. Voluntary contributions may be requested for trips or activities that take place within school hours to cover the cost of such activities. The school will make it clear that there is no obligation to make any contribution and pupils will not be treated differently according to whether a contribution was made. However where there have not been enough voluntary contributions received to cover the cost of the activity it will be cancelled and parents will be informed. Parents will be made aware of this from the outset and money will be collected prior to the activity.
6. Charges will be made for Board and Lodgings on residential trips and a voluntary contribution will be requested for all other costs.
7. All funds collected will be handled within the school's finance systems with all moneys collected being carefully recorded and accounted for.
8. Once parents have agreed to fund an activity, payment will be expected by the deadline given so that costs do not fall on the school's Official budget.

9. Information about the policy will be set out in the brochure and, from time to time, in newsletters or letters about trips so that all are clear about the approach the school takes to charging.

### **School Remissions Policy**

Children whose parents are in receipt of the following benefit payments will, in addition to being entitled to a free school meal, be entitled to some remission of charges for school trips and other chargeable activities:

- Universal Credit in prescribed circumstances
- Income-related Employment and Support Allowance
- Income Support
- Income- based Jobseekers allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child tax credit, provided that working tax credit is not also received and the family's income as assessed by HM Revenue and Customs, does not exceed £16,190.
- Working tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- The guaranteed element of state pension credit.

The school will inform parents of the support available to them when being asked for contributions to trips or activities.

The Headteacher, Finance and Audit Committee or Local Governing Body may remit in full or part, charges in respect of a pupil, on a case by case basis.

If the school receives funds from charities to help families who find it difficult to pay for 'extras' the funds will be used appropriately as the charity would wish.

Policy Issued.....September 1997

Reviewed .....September 2018

Next Review Date .....September 2021

The Local Governing Body agreed to adopt this policy at the meeting held on 24<sup>th</sup> September 2018.

Signed .....

Mrs J Hawkins, Headteacher

Signed.....,

Mrs R Dimech, Chair of Governors

