



## **CHARGING AND REMISSIONS POLICY**

### **CHARGING POLICY**

#### **1. Policy Statement**

No mandatory charges will be made to parents for education provided during the school day or for education provided outside the school day if it is deemed an essential part of the National Curriculum.

Areas of activity for which charges could legally be made are optional extras. These include (this list is not exhaustive):

- Visits to educational settings
- Visits to theatres/museums
- Musical events
- Theatre companies visiting the school
- Art/History workshops or similar
- Activities provided outside the normal school day that are not part of the national curriculum
- Individual or group music tuition
- Board and lodging on residential trips

The Directors of the Trust recognise the valuable contribution to pupils' development that visits and bought in services can make. The schools wish to provide such experiences whenever possible.

Although it is sometimes possible to meet all or part of the cost of such visits from school funds or other sources, the school will usually need to seek voluntary contributions from parents. If sufficient contributions are not received then the school may cancel the activity.

#### **2. Voluntary Contributions**

Individual letters will be sent to parents when a visit is planned. The letter will state:

- Details of the proposed visit
- The amount of the voluntary contribution
- That no pupil will be omitted because of the lack of contribution
- That support may be available for parents on low incomes and in receipt of certain benefits
- That there is no obligation to make a voluntary contribution. However the visit will not take place if there are insufficient contributions.

#### **3. Limited Space**

For some school activities there is a restriction on numbers. When this happens children will not be excluded because of lack of voluntary contribution from their parents. A record will be kept of children included/not included and the reason for the choice.

#### **4. Residential Visits**

The schools will charge for board and lodging costs and charges will not exceed the actual cost. Parents will be informed about forthcoming visits in good time and advised that, if they are in receipt of benefits listed in clause 1 of the Remissions Policy below, they will be entitled to remission

#### **5. Music Tuition**

It is recognised that music tuition is an exception to the law that all education provided during school hours must be free. The school will only charge if the teaching is not an essential part of either the

National Curriculum or first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities)

A school can charge for teaching either by individual pupil or groups of an appropriate size to play a musical instrument or to sing.

Discounts may be offered to children whose parents are in receipt of benefits as listed in clause 1 of the Remissions Policy below.

## **6. Coaching**

From time to time the schools may offer additional coaching after school. Qualified coaches who are not members of the school staff may be engaged to run and organise these sessions. A small charge will be made for these activities

## **7. Loss of or Breakages/Damages to School Premises/Equipment**

A charge will be levied in respect of wilful damage, neglect or loss of school property or equipment, including premises, furniture, equipment, books or materials. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **8. Lettings**

The school may make its facilities available to outside users at the discretion of the Headteachers. The arrangements will be made in accordance with the Lettings Policy, scale of charges will be determined annually by the Trust.

## **9. Nursery**

Parents of children who access the Free Entitlement childcare available within the Learning for Life Education Trust but then withdraw their child before headcount date, will become liable to pay for all services accessed up to the date of withdrawal

Further charges may be made if Free Entitlement hours have been exceeded at another setting.

Nursery fees must be paid for all hours above the free entitlement and for any lunchtime sessions attended.

## **10. Miscellaneous Charges**

The Trust may levy charges for miscellaneous services up to the costs of providing such services eg photocopying.

If parents have issues with any charges levied this must be communicated in writing to the respective Headteacher for consideration.

## **REMISSIONS POLICY**

### **1. Receipt of Benefits**

If the parent/guardian of a pupil can prove they are in receipt of the following benefits they will be exempt for paying the costs of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- 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 incomes (as assessed by HMRC) does not exceed £16,190
- Working Tax Credit run-on paid for four weeks after qualification ends for working tax credit.

- The guarantee element of the State Pension Credit
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

**2. Other Reasonable Circumstances**

The Trust may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Trust may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances

**Signed:** ..... **Dated:** .....  
**Chair, Board of Directors Finance and Personnel Committee**