



# Charging and Remissions policy

Updated May 2019

Policy to be approved by Rose Turner (Co-opted Governor)	
Policy Last reviewed and approved by Rose Turner	16/05/2019
Policy to be reviewed by	Summer 2020

## **INTRODUCTION**

**1. 1** As far as possible the school will make available to all pupils a large variety of learning experiences including visits and trips and no pupil should be excluded or disadvantaged in way because of the cost of providing such activities.

### **Aims**

- To conform to the requirements of the Education Reform Act (1988) and its revisions
- To ensure that all pupils have access to all areas of the National Curriculum and public examination courses
- To ensure that all pupils have access to a wide and varied range of learning experiences

**It is the policy of the Governing Body to ensure;**

## **2. EDUCATIONAL VISITS**

**2.1 Day Visits:** The education provided wholly or mainly during school hours is free. Therefore, the Headteacher may not impose a charge on parents for any visit that occurs during school hours. The Headteacher may, however, ask for a voluntary contribution. (See section 7.1). This contribution can be used to offset costs including travel, entrance fees, supply, photocopying, administration etc.

Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is not permissible to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. Where a student is unable to pay for a trip, a decision on how to subsidise the cost should be made by the Chair of Governors and Head Teacher, as under point 11 of this policy. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

### **2.2 Residential Visits:**

The Headteacher may charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours;
- does not form part of the National Curriculum;
- is not part of a syllabus towards a Prescribed Public Examination; and
- is not in scope of the statutory requirements relating to religious education.

Therefore, a skiing holiday during the school holidays would be an optional extra.

Parents' agreement to meeting the costs of an optional extra visit before the visit is planned in detail.

On residential visits which are not optional extras or which take place during school hours, some parents may have board and lodging costs remitted. These are parents in receipt of Income Support, Income-Based Jobseekers' Allowance, Family Credit or Disability Working Allowance.

**2.3** Contingency money may be included for emergency situations. Where, after the visit, there is a financial surplus, money should be shared evenly between the contributors, unless written agreement has been received to the contrary.

## **3. EXAMINATION ENTRIES**

**3.1** A charge will be levied in respect of examination entries for pupils where:

- The school has not prepared the pupil for the examination.
- It considers that for educational reasons the pupil should not be entered
- The pupil's parent/guardian wishes the pupil to be entered

- Where a pupil fails without good reason to complete the requirements of any public examination (e.g. coursework) or to attend it where the school paid or agreed to pay the entry fee.

#### **4. MUSIC TUITION**

**4.1** To make a charge for musical instrument tuition provided to an individual student or to groups of up to four students where the teaching is not an essential part of either the National Curriculum or a public examination syllabus undertaken through the school.

#### **5. ACTIVITIES OUTSIDE SCHOOL HOURS**

**5.1** No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

**5.2** If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is available from the school), a charge will be levied for tuition and other costs.

**5.3** For all other activities outside school hours, a charge up to the cost of the activity will be levied.

#### **6. DAMAGE/LOSS TO PROPERTY**

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

#### **7. VOLUNTARY CONTRIBUTIONS**

**7.1** To request voluntary contributions from parents/carers for school activities in or mainly in school hours for which compulsory charges cannot be made but which can only be provided if there is sufficient voluntary funding. However, the school shall ensure that no pupil is excluded from such an activity by reason of inability or unwillingness to make a voluntary contribution. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity must be **cancelled** and contributions collected returned. The essential point is that no pupil may be left out of an activity because his or her parents cannot, or will not make a contribution of any kind.

#### **8. REMISSIONS POLICY**

**8.1** The statutory arrangements for the remission of charges cover parents in receipt of Income Support, Family Credit, Jobseekers' Allowance (payable under the Jobseekers Act 1995) or Disability Working Allowance charges in respect of board and lodging (section 2), and activities outside school hours (section 5).

Those parents must receive full remission of board and lodging charges where the activity takes place out of school hours or the activity is necessary for a prescribed public examination or the National Curriculum. In other circumstances the school can make a contribution, depending on the family circumstances, to the cost of the visit, at the Headteacher's discretion.

**8.2** The Headteacher, or Chair of Governors or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

#### **9. SALE OF ITEMS**

**9.1** Departments throughout the school may purchase items in bulk and sell at cost to pupils. Also, examination revision materials may be sold to pupils at cost. However, all funds collected from students must be banked with the finance dept. with audit trails of receipts maintained. The funds will be credited back to the budget holder's capitation pot.

## **10. POSTAGE**

**10.1** Use of school postage for personal use will be charged at cost price currently;

- 60p 1<sup>st</sup> class, 50p 2<sup>nd</sup> class weight 100g
- £2.70 1<sup>st</sup> class packets, £2.20 2<sup>nd</sup> class packets weight up 750g
- Special delivery next day £5.90

**11. To delegate to the Chair of Governors and the Headteacher the decision over any individual case arising from the implementation of this policy.**

**12. To review the school's Policy annually**

**Each letter to parents concerning a proposed trip should include full details of the trip including timings for the day(s) and proposed activities. It should also include the following or similar paragraph:**

**“In order to make this activity possible we must request a voluntary contribution of £\_\_\_\_\_ per student. If we do not receive sufficient voluntary contributions, we may not be able to provide this activity.  
If there is any difficulty over making a voluntary contribution, please contact \_\_\_\_\_ (organiser)”**

### **Explanatory Notes:**

1. The charging policy should be reconsidered each year.
2. It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential visits if the parent/guardian of a pupil is in receipt of Income Support, Family Credit, Income Based Jobseekers' Allowance (Payable under the Jobseekers Act 1995) or Disability Working Allowance.
3. The charging policy must be agreed by the full Governing Body; it cannot be delegated to a Committee or the Headteacher.
4. The statutory requirements only apply to charges made by a Governing Body or the LEA; they do not apply to charges to pupils or their parents/guardians made by other persons (e.g. travel firms)