

2015

# Charging and Remissions Policy



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Resources committee

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## **Introduction**

It is required that every Governing Body of a maintained school shall determine and keep under review a policy with respect to the provision of, and the classes or description of, cases in which it proposes to make charges for any optional extra or board and lodging in respect of charges which are permitted by legislation.

### **Aims and Objectives:**

The aims of this Policy are to set out:

- What the school will not charge for;
- What it will make a charge for or request a voluntary contributions towards, from Parents/Carers.
- How charges will be determined, so Parents/Carers understand why requests for payment are sometimes made for some activities.

### **Activities without charge:**

In line with legislation, the Governing Body will not charge for:

- An admission application;
- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments and other equipment for the National Curriculum;
- Education provided outside school hours if it is part of the National Curriculum, or part of religious education;
- Education provided outside of 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;
- Instrumental or vocal music tuition for pupils learning to play musical instruments, if the tuition is required as part of the National Curriculum;
- Transport provided in school hours to carry pupils to activities or competitions;
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated.

### **Items which may be charged for:**

In line with legislation, the Governing Body may recover the full costs of the following activities which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside of school hours, which are not:
  - Part of the National Curriculum;
  - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school;
  - Part of religious education.
- Activities not part of the National Curriculum;

- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside of school hours;
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school;
- Board and lodgings on residential visits (subject to remission arrangements);
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by Parents/Carers;
- Provision of material/ ingredients for subjects such as Art & Design or Food Technology where pupils take home a finished product;
- Any item of school property or equipment damaged or lost as a result of a pupil's inappropriate behaviour.

(Note: This could include before and after school clubs run by the school).

### **Voluntary contributions**

In line with current legislation Governors can exercise their right to ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any child of parents who are unable to contribute will not be treated any differently to those whose parents do contribute;
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This policy sets out the circumstances in which the school may consider reduced or waived charges. Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers 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 income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

### **Review**

This policy will be reviewed by the Resources Committee annually.