

HORNSEA BURTON AND SKIPSEA FEDERATION CHARGING AND REMISSIONS POLICY

AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- _ To make a broad programme of activities and trips accessible to as many pupils as possible
- _ To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have its access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

○ Curriculum activities

To levy a charge for all board and lodging costs on residential visits, exceptions may be made when appropriate where pupils are entitled to statutory remission (eg previously they could use Me 2 Funding if on FSM).

○ Residential Visits – Board and Lodgings

Voluntary contributions may be requested for educational visits and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements. See flow chart at back of this policy re whether charges to be made or not.

- Any insurance costs will be included in charges for trips and activities.

○ General Lesson Costs

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.

○ Music Tuition

To require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service

○ Freedom of Information

Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

○ Private Copying

The governors decided at Finance meeting Summer term 2014 that a charge of 5p for black and white and 20p for colour copying per A4 side may be made to cover the basic cost of private photocopying. Associated VAT costs will be passed accordingly.

NON CURRICULUM/EXTENDED SCHOOL ACTIVITIES

○ Non Curriculum visits and Extended School activities

To levy a charge as an optional extra for educational visits which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination.

The school and governing body reserve the right to charge for any extended services activity.

Any charge will not exceed the cost of the activity. If the event inadvertently makes a profit then any excess can be carried forward to supplement further Extended Services activities.

The charge for any activity should be shared equally by the anticipated number of participants and must not include an element of subsidy for other pupils wishing to participate whose parents are unwilling or able to pay the full charge.

Participation in any optional extra Extended Services activity will be on the basis of parental choice and a willingness to meet the proposed charge.

If parents are unable to meet the costs of an activity, the school may consider what the subsidy of a child's access to chargeable Extended Services should be and this offer should be made clear in all letters asking parental permission for their child to attend the activity.

The school and Governing body reserve the right to cancel any Extended Services activity that generates insufficient funds to make it viable to continue. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities

Schools should charge communities for the use of their facilities and should ensure their charges include adequate cover for additional and hidden costs such as site management, cleaning and heating.

○ School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.

○ Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the head teacher's discretion.

STATUTORY REMISSION

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold).
- Guarantee element of State Pension Credit

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

This policy has been reviewed Summer 2016 and no changes needed.