



ADDINGTON SCHOOL

CHARGING & REMISSIONS POLICY

November 2014
Last reviewed November 2016

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CHARGING AND REMISSIONS POLICY

1. Introduction

The intention of this policy is to set down a framework and guidance for staff in requesting financial contributions from parents and carers for school activities. The legislation and regulations governing parental financial contributions towards educational activities are described in Sections 106-111 and 117-118 of the Education Reform Act, 1988 and amplified in DCSF Guidance Charging for School Activities October 2014.

The guidance offered in the above documents establishes the general principle of a right to free school education and precludes charging for any activity offered to pupils, by schools during the school day, whether on, or off the school premises. However, the guidance notes that it is permissible to charge for the board and lodging costs of a residential activity and request a voluntary contribution towards any other curriculum activity offered by the school.

2. Remissions (other than for residential activities)

As a statutory minimum it is noted that a complete remission should be provided for those pupils whose parents receive one of the benefits listed below, if the activity is deemed to take place during school hours or is out of school and is related to requirements to fulfil:

- any syllabus requirements for a prescribed public examination
- statutory duties relating to the National Curriculum required by section 10(2) of the 1988 Act.
- statutory duties relating to religious education required by section 10(1)(b) of the 1988 Act.

The governing body have agreed that a remission of charges will apply to those pupils whose parents are in receipt of:

- 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.
- For whom the Governors consider special consideration should be made.

3. Residential Activities

Where a school activity involves pupils in an overnight visit away from home, the LEA have established a policy that permits the Governing Body to make a charge for the full cost of board

and lodging. Any charges must not exceed the total cost of providing board and lodging for that pupil. (DCSF Guidance Charging for School Activities October 2014).

The Governing Body have agreed that :

- a charge will be made to cover the actual cost of board and lodging.
- a voluntary contribution will be requested to cover the cost of travel
- the cost of board, lodging and travel for accompanying members of staff will be met from the school's own resources.
- no parent will be asked to contribute to the costs associated with another pupil.
- The governing body have agreed that a remission of charges will apply to those pupils whose parents are in receipt of:
 - 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.
 - For whom the Governors consider special consideration should be made.
- When notifying parents of a planned residential activity, a standard letter will be used, indicating the terms of the remissions policy and manner by which parents can seek remission of charges. These terms should offer full remission where one of the above criteria are satisfied.

Where the Governors have determined that a remission of charges will apply according to the above criteria, or through special consideration, the cost of any remission will be met from the school's resources.

4. Voluntary Contributions

Although there are restrictions on charging for school activities, the LEA or school are not prohibited from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential.

The Governors have agreed that where an activity cannot take place without a voluntary contribution, parents should be asked to make a voluntary contribution using a standard letter covering the following points :

- An explanation of the proposed activity, and its enhancement of the education on offer.
- The contribution per pupil that would be required for the activity to take place, and included as a separate cost any associated charge for transport.
- It should be emphasised that all contributions are of a voluntary nature and that no pupil would be excluded from the activity because his or her parents were unwilling, or unable to contribute.

- However, it should also be made clear that the activity will only take place with sufficient financial support and if insufficient parents are willing to support the activity it may need to be cancelled.

Although there is no limit to the value of the voluntary contributions parents can make nor any restrictions on the use to which can be made of these contributions, it should be noted that each parent's voluntary contributions will be used to support the cost of that activity for their child, and will not be used to subsidise the cost for another child. Where an activity will proceed, the cost of subsidising those pupils whose parents are unable or unwilling to make a contribution will be met from the school's resources, including general school funds.

5. Materials For Practical Subjects

No charge may be made for materials, books, instruments or other equipment for use during school hours. However, parents may be encouraged to make a voluntary contribution, in cash or kind, to the towards the materials and ingredients, as long as no child is excluded from the any part of the curriculum because of non contribution. Where a parent has indicated in advance a wish to own the finished product the school may charge for the ingredients or materials or require that they be supplied.

The Governing Body have agreed that :

- A letter be sent to all parents of pupils involved in Food Technology at the beginning of the school year, and then at the beginning of each subsequent term. This letter will indicate the work planned to be covered during the term and request a voluntary contribution towards the cost of materials.
- Funding will be made available from the school's own resources on a termly basis on an agreed funding allocation to provide a basic stock of materials in the kitchens and to subsidise the provision of materials for those pupils whose parents are unable or unwilling to make a voluntary contribution.

6. Travel

The Governing Body have agreed that:

- The general costs of maintaining and running the school minibuses will be met from school resources in the majority of circumstances.
- An element of travel cost should be included in all requests for voluntary contributions to parents where the transport is additional or instead of using school minibuses.

Where charges are applied these can only cover the cost of using the vehicle and a profit cannot be made.

7. Clothing

The Governing Body have agreed that:

- Parents should be informed by letter at the beginning of the year of the clothing requirements.

- Parents should be encouraged to provide an agreed PE kit and a HE apron or tabard. It should be requested that all clothing should be named.