



## CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

### Aims

- To explain how the school will charge for activities
- To set out the basis for remission charges

### Principles

- Generally, school activities will be provided free of charge unless they fall into the categories outlined in this policy
- The policy applies only to charges levied by the school or its Governors (not private organisations/instructors)
- An annual review of all charges to be undertaken

### Chargeable Activities

Parents or Guardians will not be charged for educational activities which occur during school hours. They may be asked to make a voluntary contribution appropriate to meet the costs of the activity.

If insufficient voluntary contributions are received the activity may cease to be financially viable and will be cancelled. However, a parent's inability to contribute will not prevent a child taking part.

The school will normally charge parents or carers for:

- Board and lodgings on residential trips
- Voluntary activities which are not required as part of the National Curriculum. The full cost may be charged including the expenses of staff/instructors accompanying the activity
- Instrumental music tuition
- Wilful or non-accidental damage to school property

In addition, the school reserves the right to charge for the loss of books and for the provision of copies of information requested under the Freedom of Information Act.

### Voluntary Contributions

Parents and carers will be advised about the proposed activity by letter which will include:

- The nature of the activity and its potential educational value
- Detailed breakdown of the costs per child
- Trips will be cancelled if insufficient contributions are received

### **Substantial Amounts**

For substantial amounts the school will offer an instalment payment policy. For residential trips a deposit will be required to reserve a place. The school will require full payment within one calendar month prior to the trip. If payment is not met the school reserves the right to cancel the child's place and offer this to another child should there be more interest than available places.

### **Remissions**

A discretionary payment towards the cost of board and lodging for residential activities taking place mainly in school time may be remitted for those pupils whose parents or guardians are in receipt of the following benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income related Employment support allowance
- 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 gross annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16190

- Working tax credit run-on –paid for 4 weeks after you stop qualifying for working tax credit
- the guaranteed element of State Pension Credit
- All universal credit claimants

Parents or Carers wishing to apply for a remission may do so by contacting the Headteacher or Chairman of Governors. Such applications will be dealt with in confidence

- Other remissions will be at the discretion of the Governors who will delegate this responsibility of the Appeals Panel in accordance with the principles set out in the appendix.

## **Appendix**

Other remissions will include:

- Hardship cases (excluding those in receipt of the benefits identified above)
- Siblings in the same year group

Discretionary remissions may be given up to 75% of the cost of the activity and will be dependant on the availability of funds.

Policy agreed 14<sup>th</sup> October 2010  
To be reviewed annually

Reviewed 15 September 2016 by Resources Committee

Next review Autumn 2017