

# Honley CE (VC) Junior, Infant and Nursery School



## CHARGING AND REMISSIONS POLICY

Reviewed and approved by governors	<b>December 2017</b>
Next Review Date	<b>December 2018</b>

## **1.0 Aims**

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 contribution towards, from parents/guardians

Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities

## **2.0 Roles and Responsibilities**

The school's governing body is responsible for defining the policy to comply with current legislation.

The head teacher and any staff involved in the administration of charges are responsible for implementation of this policy.

## **3.0 Policy**

### **3.1 Activities without charge**

There will be no charge for the following activities:

- Education provided during school hours, except for those children in the Daycare provision who attend in excess of their eligible 15 hour or 30 hours entitlement, or the 15 hours funding entitlement for eligible 2 year olds
- The supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity
- Education provided outside of school hours if it is part of the National Curriculum or part of religious education
- Instrumental and vocal music tuition which is part of the National Curriculum
- An admission application.

### **3.2 The school can charge parents for the following:**

- The supply of materials, books, instruments, or equipment where the child's parent wishes him/her to own them
- Board and lodging for a pupil on a residential visit
- Education provided outside of school time that is not part of the National Curriculum, or part of religious education
- Optional extra activities (See Section 3.3)
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils or parents.
- School Meals (See Section 3.4)
- School Milk (See Section 3.5)
- Attendance at the Daycare centre for 2, 3 and 4 year old children in excess of the Free 15 hour entitlement, 30 hour entitlement or 2 year old free funding entitlement.

### **3.3 Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

Any children of parents who do not wish to contribute will not be treated any differently.

Where there are insufficient contributions to make the activity viable, the activity will be cancelled

### **3.3 Optional Extra Activities**

Some extra-curricular activities and school clubs are provided by outside agencies, such as sports coaches, artists or musicians. The school is charged for their services and so charges parents for pupil's attendance.

For music tuition provided by Kirklees Musica, parents are invoiced directly by Kirklees Musica.

### **3.4 School Meals**

No charge will be made for pupils entitled to statutory or universal free school meals. We will charge all pupils not entitled to free school meals at an amount determined by the local authority.

### **3.5 School Milk**

Milk is available for all children in school if requested. School milk is provided free for all children up until the term in which they have their 5<sup>th</sup> birthday and for those entitled to the statutory free school meals. For all other children that request milk, this must be paid for on a termly basis in advance.

### **3.6 Friends of Honley Junior, Infant and Nursery School (FOHJIS) Events**

FOHJIS holds events such as the school disco and film evenings for the children. Attendance at these events is optional and the FOHJIS charges admission for these events in order to raise funds for the school.

### **3.7 Charity Donations**

In keeping with its Christian character and ethos, school supports a number of charities throughout the year. These include national appeals such as Sport Relief, Red Nose Day, Children In Need and The Royal British Legion Poppy Appeal as well as local charities. The school may ask for donations of either money or material items (food at harvest time) but any donation is entirely voluntary. There is no obligation to donate to any charity supported by the school.

### **3.8 Lettings**

The Bursar is responsible for raising invoice for lettings. Charges are determined by the Governing Body based on the rate recommended by Kirklees Council.

### **3.9 Remissions and concessions**

The school may choose to subsidise in full or part, charges for certain activities for parents/carers who are in receipt of the following: This will be determined by the Governing Body, advised by the Headteacher and reviewed annually.

- Universal Credit (in certain circumstances which will be defined when Universal Credit is fully rolled out) 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 does not exceed £16,190 (financial year 2013/14);
- The guaranteed element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Parents/carers who are in receipt of the above are entitled to remission of fees for after school clubs and school trips and where funds allow.

**Residential visits:** those in receipt of the above benefits are exempt from paying the cost of board and lodging for residential visits.