



Roos C.E. Primary School

Charging and Remissions Policy

Our vision statement: Together we care, learn and shine.

The following policy is underpinned by our Christian values: Friendship, Forgiveness, Truth, Trust, Respect and Responsibility.

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 their 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, except where pupils are entitled to statutory remission.

Residential Trips – Board and Lodgings

Voluntary contributions may be requested for trips 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 trip if the level of contributions does not meet its budgetary requirements.

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

General Lesson Costs

To levy a charge in respect 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.

Flexible Provision

Any additional hours taken over and above the funded 15 hours, or 30 hours extended funding hours when they have not been validated or any additional hours taken will be charged for. This will be charged at £3.00 per hour. Parents will be advised that non-payment of invoices will result in children being unable to attend sessions above their 15 funded hours / 30 hours extended funding.

| <u>Weekly Provision</u> | <u>Cost for additional hours above the 15 funded hours.</u> |
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| Extra Session when child takes their 15 funded hours over 5 mornings or 5 afternoons | £10.50 |
| 2 and a half days | £ 3.00 |
| 3 full days | £ 13.50 |
| 4 full days | £ 33.00 |
| 3 sessions and 1 full day | £ 1.50 |

Music Tuition

We ask parents to make a contribution of £20.00 per term towards the cost of instrumental tuition by teachers of the Music Support Service.

Theatre Club

We ask parents to make a contribution of £10.00 per term for their child to attend Theatre Club.

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

A charge of 5 pence per A4 side may be made to cover the basic cost of private photocopying, up to a total of £5. If there are a large number of copies, the cost over £5 will be negotiable.

NON CURRICULUM ACTIVITIES

Non Curriculum trips and activities

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities

Out of School Club

Breakfast Club will be charged at £3 per child per session including breakfast. After School Club will be charged at £6 per child, per session, to include a light snack.

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 Field Teachers/Finance Manager's discretion.

STATUTORY REMISSION

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

- Job Seekers Allowance (Income Based)
- Income Support
- Universal Credit
- Child Tax Credit (but NOT receiving Working Tax Credit) – provided your annual income, assessed by the Inland Revenue, does not exceed £16,190 (Please note: this amount is subject to change in April every year)
- Employment Support Allowance (Income Related)
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

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

Adopted May 2013

Updated February 18