



St Anne's School and Sixth Form College

Charging and Remissions Policy

This policy was adopted in the Spring term 2013, and updated Autumn 2018

1. INTRODUCTION CHARGING FOR PUPIL ACTIVITIES

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.

2. 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.

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 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.

School Meals

Staff who take meals with children as part of their work, i.e. school based and residence staff, will receive free meals.

3. NON CURRICULUM ACTIVITIES

Non-Curriculum trips and activities

To levy a charge as an optional extra for trips which are not part of the statutory 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

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 Finance Manager's discretion.

Private Copying

A charge of 5p per A4 side may be made to cover the basic cost of private photocopying.

Telephone Calls

Private telephone calls made to numbers outside of the Kingston Communications area will be charged at cost.

4. 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

5. REVIEW OF THE POLICY

- A review of the policy will be undertaken in line with the policy review timetable and any amendments or updates will be reported to the Governing Body.
- Any new legislation or directives will be incorporated into the policy as necessary