



Barnabas Oley School

Charging and Remissions Policy

Version: 9.0

Reviewed: October 2018

Approved: A. Pett (Chair)

Date: October 2018

Revision History

Version	Author	Summary	Review Date	Next Review
1.0	F&GP	Original	July 2009	July 2010
2.0	F&GP	Minor amendments	July 2010	July 2011
3.0	F&GP	Reviewed	Dec 2011	Dec 2012
4.0	F&GP	Reviewed	Nov 2012	Nov 2013
5.0	F&GP	Reviewed, minor changes	Oct 2013	Oct 2014
5.0	F&GP	Reviewed, no changes	Oct 2014	Oct 2015
6.0	F&GP	Reviewed, minor changes	Oct 2015	Oct 2016
7.0	F&GP	Reviewed, no changes	Oct 2016	Oct 2017
8.0	F&GP	Reviewed, no changes	Oct 2017	Oct 2018
9.0	F&GP	Reviewed, having checked against Model Policy on Key.	Oct 2018	Oct 2019

Contents

1	Introduction	1
2	Aim	1
3	Responsibilities.....	1
4	Prohibition of Charges.....	1
5	Publication of Information	2
6	Charges.....	2
7	Remissions.....	2
8	Voluntary.....	3

Blank Page

1 Introduction

- 1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experience can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.
- 1.2 Any charges made by the School must meet the requirements of the Education Reform Act 1996. The Governing Body endorses the guiding principle contained in the Act, in particular that no pupil should have his/her access to the curriculum limited by charges.
- 1.3 This policy has been formulated in accordance with the above Act and DfE guidance on Charging for School Activities.

2 Aim

- 2.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3 Responsibilities

- 3.1 The Governing Body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and the Governing Body.

4 Prohibition of Charges

- 4.1 The Governing Body recognises that the legislation prohibits charges for the following:
 - Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
 - Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
 - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
 - Education provided on any trip that takes place during school hours;
 - Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

5 Publication of Information

- 5.1 This policy is available on the school website.

6 Charges

- 6.1 The Governing body intends to make a charge for
- a) Board and lodging on residential visits (not to exceed the costs)
 - b) Individual tuition in the playing of a musical instrument
 - c) Breakages and replacements as a result of damages caused willfully or negligently by pupils
 - d) Extracurricular activities and school clubs.

7 Remissions

- 7.1 Pupils whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:
- a) Income Support;
 - b) Universal credit in prescribed circumstances
 - c) Income Based Jobseeker's Allowance;
 - d) Support under part VI of the Immigration and Asylum Act 1999;
 - e) 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 the limits set by HMRC;
 - f) The guarantee element of State Pension Credit; and
 - g) An income related employment and support allowance that was introduced on 27 October 2008

- 7.2 For families in receipt of qualifying benefits individual tuition costs and instrument hire for one instrument may be remitted through discussion with the school and the tuition provider.
- 7.3 The full costs of breakages and replacements may not be charged but the pupil may be asked to make a contribution.
- 7.4 Costs of extracurricular activities and clubs may be subsidised or paid by the school where families are in receipt of qualifying benefits.

8 Voluntary

- 8.1 Parents will be invited to make a voluntary contribution for the following:
- a) School visits which enrich the curriculum but which could not take place without voluntary contributions.
 - b) Transport costs for extracurricular activities
 - c) To support the costs of visitors to school to enrich the curriculum
 - d) To support residential visits
 - e) For the costs of additional resources to support the curriculum
- 8.2 The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:
- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
 - b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
 - c) that whilst the activity will be available to pupils whether or not their parents have contributed, where funding cannot be obtained by other means, lack of voluntary contributions may mean that the visit or activity cannot take place.
- 8.3 The responsibility for determining the level of any voluntary contribution is delegated to the Headteacher. All such charges and remissions for children on Pupil Premium are left to the discretion of the Headteacher.