

Charging and remissions policy

Reviewed: Spring 2019

Adopted by Governors: Finance & Resources committee

Date: 7th February 2019

Kings Mill School & Residence



Charging and remissions policy

Aim

In conforming with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make no charge for an admissions application
- To levy no charge for education provided during school hours
- To levy no charge for education provided outside of school hours if it is part of the national curriculum, statutory religious education or in preparation for prescribed examinations.
- 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

- **General lesson costs**

To levy no charge in respect of books and materials provided in connection with the national curriculum, statutory religious education or in preparation for prescribed examinations.

The school may levy a charge in respect of 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.

- **Curriculum activities & trips**

Voluntary contributions may be requested from parents, in advance, for curriculum activities and trips during school time. No pupil will be excluded because of parent's inability or un-willingness to make a voluntary contribution. The school is entitled to cancel the trip or activity if the level of contribution does not meet budgetary requirements and any contributions already made will be refunded.

- **Residential trips – board and lodgings**

A charge will be made for board and lodgings on residential visits, except where pupils are entitled to statutory remission (see below). The charge will not exceed the actual cost for the child.

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

Non Curriculum Activities

- **Non curriculum trips and activities**

The school will 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 associated 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 applied by the Headteacher or Finance Manager. Charges will be provided at the time of enquiry.

- **Subject access request**

Subject access requests under the Data Protection Act 2018 are provided free of charge under normal circumstances. Further information can be found in the Data Protection Policy.

- **Freedom of information Publication Scheme**

Information published on our website is free of charge. Charges for information requested under this scheme are detailed on the relevant policy. Any charges made will be fair and reasonable.

- **Private photocopying**

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

Statutory remission

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

- Universal credit in prescribed circumstances
- Income support
- Income based Jobseekers allowance
- Employment Support Allowance (Income Related)
- 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 the yearly HMRC assessed threshold
- Guarantee element of State Pension Credit

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review. Any new legislation or directives will be incorporated into the policy as necessary.