



# CHARGING AND REMISSIONS POLICY

Reviewed: 09/17

Date of Next Review: 09/18

## Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LEA policy and the DfES guidance

## Definition

The school day is defined as: 8.50am to 12 noon and 1pm to 3.15pm. The midday break does not form part of the school day.

## Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually

## Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

From time to time we may invite a non-school based organisation such as a *visiting drama group or storyteller* to arrange an activity during the school day. Such organisations may wish to charge school and we, in turn, may ask for a voluntary contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

## Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, eg. *ice-skating, kayaking, etc.* Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

## Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## **Residentials**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. We may ask for a voluntary contribution for activities which form part of the trip.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Music Tuition**

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

## **Lettings**

Charges will be made at the discretion of the Headteacher according to the Lettings Policy.

## **Foundation Stage Unit**

Charges will be made to appropriate families in accordance with the FSU Policy

## **Eligible benefits**

Income Support;

Income-based Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed the threshold as advised from time to time).