



Charging and Remissions Policy

PRINCIPLES

The law requires that education during normal school hours and the examination of students in accordance with the National Curriculum is provided free of charge. The Governing Body recognises the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards students' education and reserves the right to charge parents in accordance with the provisions of the Education Act 1996.

PURPOSE

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional extras. This policy covers circumstances in which a charge or remission may be made and also notes general principles with regard to voluntary contributions.

CHARGING

It is the policy of the Governing Body to charge for the following areas of activity.

1. Board and lodging on any residential visit.
2. Costs associated with tuition in playing a musical instrument, including vocal tuition whether in or out of school hours and requested by the parent.
3. Activities and transport directly relates to such activities, which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
4. The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours.
5. Re-sits of prescribed public examinations where no further preparation has been provided by the school.

REMISSIONS

The Headteacher will exercise her discretion in special cases, for the remission of charges. Where parents receive the following support they are exempted from charges as indicated:

- Income Support(IS), Income-based Jobseeker's Allowance(IBJSA);
- Support under part VI of the Immigrations and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16,190 (Financial Year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment/support allowance introduced October 27th 2008;
- Universal Credit in prescribed circumstances¹.

VOLUNTARY CONTRIBUTIONS

It is the policy of the Governing Body to ask for voluntary contributions for the benefit of the school or any school activities such as supply of materials, instruments or other equipment; residential trips, educational visits and field trips. In cases of family hardship, parents may apply, in confidence, to the head teacher for financial support. If sufficient voluntary contributions are not made, it is possible the activity will be cancelled.

This policy will be reviewed biennially.

Approved: Finance & Audit Committee Feb 2016

Review: Mar 2018

Charging and Remissions Policy (cont'd)

Appendix - GUIDELINES FOR CHARGING FOR SCHOOL VISITS ⁱⁱ

Day visits in school hours

- Parents must be informed that they cannot be required to pay for a school visit
- Parents may be asked for voluntary contributions to meet other costs
- A pupil whose parents do not pay must be treated in exactly the same way as other pupils included in the group

Day visits outside school hours

- Charges can be made, provided they do not exceed the actual costs incurred by the school and the visit does not form part of the National Curriculum or the syllabus of a public examination

Visits in school hours involving an overnight stay

- Board and lodging costs only can be charged
- The school must pay for the board and lodging costs of pupils whose parents are on income support, family credit or job-seeker's allowance
- The party leader is responsible for informing any parent receiving income support/family credit/job-seeker's allowance that they do not have to pay for board and lodging

Visits outside school hours involving an overnight stay

- Charges can be made unless the visit forms part of the National Curriculum or the syllabus of a public examination, in which case only board and lodging charges can be made. The remission of board and lodging charges for pupils whose parents receive income support, family credit or job-seeker's allowance (JSA) is discretionary
- The charges made must not exceed the costs incurred

Day visits – the calculation of “in/out of school hours”

In schools other than independent schools the education provided wholly or mainly during school hours is free at the point of delivery. This means that the Headteacher may not impose a charge on parents for any visit that occurs during school hours. The Headteacher may, however, ask for a voluntary contribution. (A visit is deemed to be “in school hours” if 50% or more of the duration of the visit falls within the hours of the normal school day.)

Voluntary contributions

Some of the restrictions outlined above can be overcome by asking for voluntary contributions. However, the regulations stress that contributions must be “genuinely voluntary” and that parents must be informed that they are under no obligation to pay. They may be told that under-funded visits will be cancelled.

ⁱThe government plans to prescribe the circumstances when Universal Credit is fully rolled out

ⁱⁱ Department for Education 'Charging for school activities – Departmental advice for governing bodies, school leaders, school staff and local authorities', October 2014