



# Charging & Remissions Policy

Date approved	28th June 2010	Version	4
Revised			
Author/Owner	Finance Committee		

## 1. Introduction

- 1.1 The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items for which there may be a charge.
- 1.2 The writing of this policy has been informed by LA policy and DCFS guidance.

## 2. Definition

- 2.1 The school day is defined as: 8:45am to 12noon, 1.10pm to 3:15pm. The midday break does not form part of the school day.

## 3. Responsibilities

- 3.1 The Headteacher will ensure that staff are familiar with and correctly apply this policy.
- 3.2 The Governors will review this policy annually.

## 4. Policy statement

- 4.1 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 of up to four pupils to play a musical instrument (see also section 9 below).
- 4.2 As a general rule, unless the teaching is an essential part of either the Foundation Stage Curriculum, National Curriculum, a public examination syllabus being followed by the pupil(s), or part of religious education we will make a charge.
- 4.3 Participation in any optional extra activity is on the basis of parental choice and willingness to meet any associated charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional charge where charges will be made.
- 4.4 Voluntary contributions will be sought for activities during the school day which entail additional costs, for example field trips. 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.]
- 4.5 From time to time we may invite a non-school based organisation such as *Theatre Alibi* to arrange an activity during the school day. The school may pass on a proportion or all of the costs of such events to parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

## **5. Optional activities outside of the school day**

- 5.1 We may charge for optional, extra activities provided outside of the school day, for example *Breakfast Club*. Such activities are not part of the Foundation Stage Curriculum, National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

## **6. Education partly during the school day**

- 6.1 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 greater 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.

## **7. Residentials**

- 7.1 Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits (see section 10. below).
- 7.2 The Headteacher will inform parents in receipt of the benefits listed in section 10. below that there is support available to them when asked for contributions towards the cost of school visits.
- 7.3 Other charges will be made to cover the actual costs of any activities, as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

## **8. Calculating charges**

- 8.1 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 cannot or will not. Support for cases of hardship will come through voluntary contributions and fund-raising.
- 8.2 Parents who would qualify for support are those who are in receipt of eligible benefits (see section 10. below).
- 8.3 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **9. Music tuition**

- 9.1 Charges may be made unless the teaching of music is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrument and Vocal Tuition Programme.
- 9.2 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.

## 10. 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 HMRC, that does not exceed £16,190 [2009/10]).
- the guarantee element of the State Pension Credit;

## 11. Document History

4	Tax Credit threshold updated by Clerk from HMRC.gov.uk (15th July 2010)
3	Adopted by Finance Committee (22nd June 2009)
2.1	Updated against revised guidance issued May 2009
2	Adopted by Finance Committee (13th February 2008)
1.1	Updated against model policy dated 14th May 2007 (18th January 2008)
1	Adopted by Finance Committee (25th November 2003)