



## **Charging and Remissions Policy**

### **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 LA policy and the DfES guidance and complements the school's Charging for School Activities Policy, Lettings Policy.

### **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 of up to four pupils 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 in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating in school day activities 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].

### **Optional activities**

outside of the school day We will charge for optional, extra activities provided outside of the school day, for example an evening theatre visit, PGL. 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

## **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 School Funds.

Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals.

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

## **Eligible benefits**

Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges. You could qualify for Free School Meals if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance – Income Related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,900.

All discussions relating to individual family's financial circumstances will be confidential. Malicious Damage Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

Mrs CV Collett  
Executive Headteacher

Mrs E Woods  
Chair of Governors

Date: July 2015