



*'Together with God we love, learn and grow.'*

## **CHARGING AND REMISSION POLICY**

Date Policy Formally Agreed By Governors: FEB 2018

Next Review Date: JAN 2019

Person Responsible for Implementation and Monitoring: Headteacher

### 1 Introduction

This policy has been drawn up with reference to the Education Act 1996 sections 449-462, Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; the Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003; the Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005; and the Charges for Music Tuition (England) Regulations 2007; Charging for School Activities 2/09 and "A guide to the Law for School Governors" (chapter 23).DFES circular 2/89

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### 2 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary there is no obligation to make a voluntary contribution, however if we do not receive sufficient contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request. If an activity cannot be funded without voluntary contributions this is made clear to parents at the outset. Parents and carers may contribute more than requested and any excess contributions will be placed in the school trip account to support low income families or used to support future visits.

### 3 Activities not Organised by the School or Authority

When an organisation acting independently of the school or the Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. Where an activity is organised by a third party, and is approved by the school, is educational or is supervised by someone

authorised by the school, then it is treated as if it were provided by the school, and no charge should be made to the parents, or pupils. Such an activity, if it takes place outside the school premises is an 'approved educational activity'. However a request for a voluntary contribution from the parents can be made.

#### 4 Education Outside of School Hours

Parents will be charged for activities outside of school hours when these activities are not a necessary part of the National Curriculum; where the school is preparing the pupil for a public examination or not part of the school's basic curriculum for Religious Education. The following is a list of additional activities, organised by the school, where charging will be at the discretion of the Governing Body. These activities are known as 'optional extras'. Participation in any optional extra will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of parents is therefore a necessary pre-requisite for the provision of an optional extra for which charges are to be made.

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

#### 5 Non - Residential Activities

A non-residential activity is deemed to take place during school hours if 50% or more of the period spent on the activity occurs during school hours. Time spent on travel counts for the purpose of the calculation only if the travel itself occurs during school hours. No charge will be made in respect of any activity which is deemed to take place in school hours but a voluntary contribution may be requested.

#### 6 Residential visits

When the school organises a residential visit in school time, or mainly in school time, we make every effort to keep charges to a minimum. A charge to cover the costs of board and lodging will be made, although parents and carers who receive the following state benefits are exempt from this charge.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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

(as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575

(Financial Year

2008/09);

- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.

The school and Governors believe residential trips are an important part of a child's social education and recognise the need to support parents in this instance. The Governors / school may ask for voluntary contributions towards the cost of the

activities but make every effort to cover these costs through available funds or fundraising activities.

### 7 Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, where this is available, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic or visiting music teachers. We make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. Parents and carers would receive information about availability of additional music tuition at the start of each academic year.

### 8 Swimming

The school organises swimming lessons for all children in Lower key stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

### 9 Transport

No charge is made when:-

- has a statutory obligation to provide transport;
- transporting registered pupils to or from the school premises, where the local education authority
- transporting registered pupils to other premises where the governing body or local education
- authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when prepared for that examination at the school;

### 10 Lost or Damaged Property

Children are encouraged to look after and have respect for school property as part of our school code of conduct. If a child loses a school reading or library book there will be a charge for the replacement of such items.

### 11 Monitoring and review

This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.