

<b>Policy Statement</b>	
	<b>Subject</b> Charging and Remissions
	<b>Coordinator</b> Headteacher
	<b>Date</b> June 2016
	<b>Review date</b> June 2018

## **Introduction**

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

The 1996 Education Act sets out the law on charging for school activities. This policy fulfils that requirement and was written after consulting DfE guidelines produced in October 2014 ‘Charging for school activities’ (reference DFE-00244-2013).

The governing body provides a curriculum that:

‘is designed to promote first-hand experiential learning with communication, reading and numeracy at the core. The wide ranging extended schools activities enhance our provision and enrich the children’s experiences.’

(School Brochure)

We plan a wide range of activities which enrich children’s experiences. Some of these experiences are visits out of school, other experiences are provided by arranging for visitors to come into school. Funding for these visits can only be collected from parents on a voluntary basis. Parents will be notified of the cost and asked for a voluntary contribution. No child will be excluded from the visit whether you contribute or not but the visit may have to be cancelled if the costs are not met through voluntary contributions. We make determined efforts to keep costs as low as possible.

(School Website)

## **Procedure**

The Headteacher and Leadership Team in school will ensure that this policy is implemented correctly.

All pupils will take part in all first-hand experiences that are provided as part of the curriculum.

No pupils will be excluded or treated differently if his/her parents are unable to make the voluntary contribution requested. However if insufficient funds are collected, then the activity might not take place. The school may subsidise an activity from the school budget where there is a short fall. This decision will be made by the Assistant Headteachers within their own budget limits after consultation with the Headteacher.

It is school policy that no pupil will be excluded from any activity on financial grounds only.

## Exceptions to the Procedure

Residential visits: Charges will be made for board and lodging. Remissions will be provided for pupils whose parents are in receipt of the benefits as listed in the latest guidance.. As of the date of writing the policy, these are:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- 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 does not exceed £16, 190 (financial year 2013-14)
- The guarantee element of State Pension Credit
- An income related employment and support allowance introduced on October 2008

The school will also provide remissions for board and lodging where pupils are in receipt of pupil premium.

Day visits (at least 50% in school time): These will be funded by voluntary contributions from parents based on the cost per child. If there are insufficient funds then either:

1. The trip will be cancelled
2. Contributions will be returned and the whole cost met from school funds
3. The trip will be funded by grants to school.

Optional extras outside school: Charges may be made for optional extras e.g. Breakfast club, sports tuition or tournaments, music tuition. These activities are not part of the National Curriculum or Religious Education or part of an examination syllabus.

Photocopying: A charge may be made for photocopying documents to parents and outside agencies, including admin time.

Talented Pupils: Where available additional income to school may be used to support and develop pupils identified as having a particular skill or talent. Recommendations may be made in writing to the Governing Body by staff or parents.

When charges are made, they will be based on the actual costs incurred.

Ratified by Governors on 14 July 2016

Signed.....

Chair of Policy Committee