



Charging and Remissions Policy

Date of Adoption by Governing Body: _____

Chair of Governor's Signature: _____

Date to be Reviewed: June 2017

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

The School may in accordance with the Education Act 1996: Sections 449-462 charge for or invite voluntary contributions for the following:

1. Damage, loss or any other incident related cost incurred as a result of pupil's behaviour deemed inappropriate by the school;
2. The cost of ingredients or materials where parents have indicated a wish to own the finished product;
3. Costs associated with individual or small group tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum);
4. 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;
5. The cost of entering a pupil for a public examination not prescribed in regulations and for preparing for such an examination outside normal school hours;
6. Examinations re-sit fees;
7. Fees and charges associated with an examination result reassessment;
8. Examination entrance fees where a pupil fails without good reason to complete the examination requirements for any public examination for which the Governing Body has paid, or is liable to pay an entry fee;
9. Use of any part of the school premises and/or equipment, together with any related use of materials or refreshments provided by the school;
10. The provision of any documentation that the school has no statutory obligation to provide;
11. Any legal costs related to proceedings for the recovery of unpaid charges.

Activities not run by the School or LA

When an organisation, acting independently of the school or LA, arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

Residential trips

While the central focus of this trip is educational, it is neither part of the National Curriculum nor is it compulsory for children to attend, consequently the School will charge for the cost of board and lodging during residential school trips. Where the trip takes place wholly, or mainly during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit;
- Guaranteed State Pension Credit.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

For those children who choose not to attend, for any reason, suitable and appropriate educational provision is made within school during that period.

Voluntary Contributions

The School may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School equipment;
- School funds generally.

If a parent wishes their child to take part in a school trip or event which is going ahead, but they are unwilling or unable to make a voluntary contribution, the child will still be allowed to participate fully in the trip or activity as long as parental consent has been given. Parents have a right to know how each trip is funded.

Any contribution under the circumstances detailed above will be genuinely voluntary, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it may be cancelled.

Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage when it comes to engaging in any school activities either on-site, off-site or outside of normal school hours.

Remissions Policy

Individual cases of hardship will be assessed without prejudice and a remission of any charge or part of a charge may then be allowed. Applicants may be required to submit evidence to support their claim of hardship.