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## CHARGING AND REMISSIONS POLICY

### Introduction

This policy has formulated in accordance with the Model Policy available from Teachernet.Gov.UK and Sections 449-462 of the Education Act 1996 that sets out the law on charging school activities in schools maintained by Local Authorities in England.

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body are responsible for determining the content of the policy and the Headteacher & Business Manager for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher & Business Manager.

### Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed

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- public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
  - transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
  - 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 he has been prepared for that examination at the school;
  - transport provided in connection with an educational trip.

### Publication of Information

A copy of this policy will be included on the school website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

### Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils

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- (h) extra-curricular activities and school clubs.

Consideration needs to be given to:

- a) The proportion of the costs where a charge is to be made
- b) Whether any remission is to extend beyond the statutory minimum
- c) Whether or not special circumstances is to be given to hardship cases not contained within the exemptions and how this is to be determined.
- d) The level of support from school funds where the level of voluntary contributions is insufficient to fund the visit or journey

## Remissions

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 charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- a) Support under part VI of the Immigration and Asylum Act 1999;
- b) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £16,040

In respect of (b) above account will be taken of any revision to the amount as advised by the Authority.

- The Headteacher & County Music Adviser for individual music tuition has recommended remission of the charges in individual case of hardship.
- The Headteacher & Governors recommend remission of charges in individual cases of hardship for day trips and residential trips based on needs and reasons of individuals and evidence provided.

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) School Trips
- b) Materials
- c) Student Council Projects

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The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, if the activity cannot be funded without voluntary contributions, this must be made clear to the parents at the outset.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher & Business Manager

Voluntary contributions will be used to:

- Provide school trips
- Materials to enable students to plan, make and design projects
- Students decide on behalf of Student Council for environmental initiatives to enhance their social space, internal & external.