

Charging and Remissions Policy

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items that 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 DCSF guidance and complements the school's SMSC.

Definition

The school day is defined as 08:50 until 15:05.

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. This also includes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Infrequently, voluntary contributions may be sought for activities during the school day which entail additional costs such as the annual trip to Flamingo Land

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. All such activities are provided free of charge to pupils regardless of the cost to the school.

Optional activities outside of the school day

We do not normally charge for optional, extra activities provided outside of the school day, for example camping trips. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding and then pay the remainder from school funds.

Minibus

Travel in the school mini-bus is free.

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 voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

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

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Our school does not charge for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Eligible benefits as at September 2015

Income Support;

Income-based Jobseeker's Allowance;

ESA

Support under Part 6 of the Immigration and Asylum Act 1999;

Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040 for the year 2009-10.

Guarantee element of State Pension Credit; and

An income-related reemployment

Further Guidance and Reference to Legislation

Governors Guide to the Law, Chapter 23 – Charging for School activities