



Charging and Remissions Policy

**Name of Governing Body Representative
(GBR):**

Signed by (GBR):

Date: December 2019

Next review due by:

Every 3 years unless guidance changes

Introduction

This document sets out the school's policy on charging and remission for school activities and school visits, in line with the Education Act 1996. The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The school therefore aims to promote and provide such experiences for our pupils, both as part of a broad and balanced curriculum and as additional optional activities. Activities must be accessible to all pupils regardless of family income, offered at a minimum cost to parents, pupils and the school while recognising the wide variations in family income and while not adding additional unexpected burdens to the school budget.

Charges can be made for any activity which the school's Governing Body authorise and which is chargeable under the Act and where the activity takes place wholly or mainly outside the school session time. In general, the parents of all participants in an educational activity, arranged by the school, for which a charge is applicable, will be expected to contribute. Where educational activities are provided by third parties, their charges will be passed on to the parents of participating pupils. No charge will be made for activities which form part of the normal curriculum entitlement of pupils nor for admission. Voluntary contributions may be sought for activities during the school day which entail additional costs, (for example field trips).

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

The Headteacher will ensure that staff are familiar with and correctly apply the policy and the Governing Body will review the policy annually.

1	Day Visits & Journeys	To enrich the curriculum eg. Educational visits, other activities such as visiting theatre, drama groups or storytellers, which incur costs to the school. Where the visit takes place wholly within normal school hours, parents will be asked to make a voluntary contribution to cover the costs of activities, transport, insurance, etc. Parents are not obliged to make a contribution and pupils will not be excluded through inability or unwillingness to pay. However the visit can only go ahead if there are sufficient contributions to cover the costs. Wherever possible, teachers will aim to organise trips that are free of charge, including applying for free travel through the Transport for London School Travel Scheme.
2	Residential Trips & Remissions	<p>Travel: If the residential trip is classified as being within school hours, no charge will be made for travel costs, although, a voluntary contribution may be sought. Where the residential trip is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions.</p> <p>Residential Activity: The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel.</p> <p>However, charges will be made for board and lodging in these circumstances, except for (Remissions) pupils who are receiving Income Support or other eligible benefit (Free School Meals, Income based Jobseeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit or Pension Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the prescribed annual income, State Retirement Pension if this is the only form of income, Disability Allowance if this is the only form of income, The 16-19 Bursary). The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these. Charges may also cover entrance fees, insurance and costs associated with staff subsistence and travel.</p>
3	Music Lessons	<p>Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.</p> <p>Charges will be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of the National Curriculum.</p> <p>In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.</p> <p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).</p>
4	Concessions	The school may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.
5	Voluntary Contributions	Where the school ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

		However, If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
6	Damage to Property and Breakages	The school may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property (or the property of a third party, where the school has been charged). This will be determined by the Headteacher.
7	Childcare	The school will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in accordance with any requirements set by the local authority where it is subsidising the provision.
8	Hire of Premises	The school may hire its premises, as part of its community engagement programme. However, a seperate contract has been signed with an external company to manage the school's lettings.
9	Other Charges	<p>Optional Extra: For an activity taking place outside school hours. The Headteacher will decide which activities we make a charge for. Costs may include: teaching staff engaged under contracts for services purely to provide an optional extra (this includes supply teachers engaged specifically to provide the optional extra); non-teaching staff; any materials, books, instruments or equipment provided in connection with the optional extra; transport to an activity outside school hours.</p> <p>Materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.</p> <p>Third Party Activities: Arranged during school hours for which a child is being released from school at the request of their parent (In such circumstances any charge arising maybe agreed and paid by the parent direct to the third party).</p> <p>Other Transportation: The cost of using any alternative transport between home and any other place where education is to be provided when transport from the school is available.</p> <p>Lunches: Payments for school dinners are usually collected either weekly or in advance for a period of weeks (half-termly or termly).</p> <p>Photocopying: Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act.</p> <p>Private fees: Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information as well as photocopying charges and postage.</p>