



Charging and Remissions Policy

School Mission Statement

We are a learning community aiming for high standards of achievement in a stimulating and inclusive environment.

Charging for School Activities

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

Education

The school will **not** charge for the following items:

- an admission application to the school - Paragraph 1.9(n) of the "School Admissions Code 2012";
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The school will charge in the following circumstances allowed by the Act

Music Tuition

Charges will be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff that provide the tuition.

The Governing Body make a contribution towards the cost of music tuition; this is reviewed on an annual basis. Payment needs to be made termly in advance.

There will be no charge for Looked After Children.

The Governing body reserve the right to cease tuition to an individual pupil where payment is not made for two consecutive terms without the parent advising of difficulty in payment in line with the schools remissions policy.

Residential Trips

Any charge made in respect of a school trip will be set to recover the cost of the trip only; it will include no profit or provision for recovery of non-payment.

The Governing Body will ensure that if a parent/carer is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Parents/carers will be notified at the outset what the policy for allocating places on trips will be.

Term time

Where a residential trip takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge will be made for the education or for the cost of the travel.

Charges will be made for actual board and lodgings except for pupils whose parents receive;

- Universal Credit in prescribed circumstances;
- 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Outside Term-time

A charge will be made for a trip held outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Charges will be made for all of a pupil's travel costs, board and lodgings costs, materials and equipment, entrance fees, staff costs and insurance.

Examination entries

No charges will be made for examination entries except where:

- The pupil has failed to complete the preparations for the exam, within school, without a valid reason.

Charges will not exceed actual costs.

Optional extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge will be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will clearly state:

- there is no obligation to contribute;

- pupils will not be treated differently according to whether or not their parents have made a contribution;
- the proposed activity may not take place unless a substantial majority of parents contribute;
- a suggested amount for a contribution to cover costs.

Remission

It is the policy of the Governing Body:

- to remit charges for school activities to parents in receipt of income support and working tax credit who have been unable to give a donation except for residential trips deemed to be “outside school-time” which will be assessed on an individual basis,
- to look at individual cases where parents have been unable to make a payment,
- to look at individual cases where parents are unable to make payment for music tuition,
- contribution for shortfalls for activities will be sought from the School Budget Share, where appropriate, if this is inappropriate then shortfalls shall be met from fundraising activities i.e School Fund

Other Charges

Income from Donations

From time to time the school will seek voluntary donations for specific purposes. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Income from Lettings

As the school was procured under a Private Finance Initiative (PFI) all third party lettings are managed by the Facilities Management Company.

Equipment

Governors expect that pupils will attend school with the appropriate equipment such as pens, pencils, ruler etc. For convenience these may be purchased, for the pupil’s sole use, at cost price from the Librarian.

Freedom of Information

Requests for information as part of the Freedom of Information (FOI) Act should be made³ in writing to the Headteacher. The school reserves the right to charge for the cost of administrative time and printing costs for individual requests under the FOI Act.