**CHARGING AND REMISSIONS POLICY**

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.

**1. Responsibilities**

The Governing Body of the School are responsible for determining the content of the

policy and the Headteacher for implementation. Any determinations with respect to

individual parents will be considered jointly by the Headteacher and Governing Body.

**2. 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 student is being

prepared for at the school, or part of religious education;

* tuition for students 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 student is being prepared for at the school, or part of

religious education;

* entry for a prescribed public examination, if the student has been prepared for it

at the school;

* examination re-sit(s) if the student 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 public examination

that the student is being prepared for at the school, or part of religious education;

* transporting registered students to or from the school premises, where the local

education authority has a statutory obligation to provide transport;

* transporting registered students to other premises where the governing body or

local education authority has arranged for students to be educated;

* transport provided in connection with an educational trip;
* transport that enables a pupil to meet an examination requirement when the pupil has been prepared for that examination at the school;
* Supply teachers to cover for those teachers who are absent from school

accompanying students on a residential trip

**3. Items that might be subjected to charges**

It will be necessary to determine for each of the following whether the governing body

intends to make a charge in the following cases:

(a) board and lodging on residential visits (not to exceed the costs)

(b) the proportionate costs for an individual student of activities wholly or

mainly outside school hours (‘optional extras’) to meet the costs for:

(i) travel associated costs

(ii) materials and equipment

(iii) non-teaching staff costs

(iv) entrance fees/activity 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 students

Students whose parents are in receipt of government support payments may, 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 Jobseekers Allowance

c) Support under part V1 of the immigration and Asylum Act 1999

d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and

whose annual income specified by the Inland Revenue does not exceed the

financial threshold for the current year.

**4. Voluntary Contributions**

Parents may be invited to make a voluntary contribution towards the following:

a) Activities within a curriculum area

b) Support education trips and visits

c) Associated travel costs

The terms of any request made to parents will specify that the request 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.

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

c) If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Senior Leadership team within the school.

**5. Remissions**

Voluntary contributions will be used to:

• Enhance and support learning activities within a faculty

• Support some educational visits

• Travel costs