

# Charging and Remissions Policy

## **Aim**

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

The Governors of Luddenden CE School are committed to providing the best education for all and will endeavour within reason and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parent's/carer's ability to pay. However, Governors reserve the right to request voluntary contributions from parents/carers and in the event of insufficient funding, to cancel an activity.

The policy has been formulated in accordance with the provisions of sections 449 - 462 of the Education Act 1996, which contains the legislation on charging for school activities in schools maintained by local authorities in England, and section 27 of the Education Act 2002, which enables governing bodies of maintained schools to provide community facilities and to charge for some of those services.

## **Responsibilities**

The Governing body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

This policy is reviewed annually.

## **Instances where charges cannot be made by the school**

The Governing Body of the school recognise that 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 as part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at 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 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 and from the school premises where the governing body or local education 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 or she has been prepared for that examination at the school.

## **Instances where charges may be made by the school**

### **Trips, visits and activities**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - Travel
  - Materials and Equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs
  - Extra-curricular activities and school clubs
  - Any extended school activity

### **Music tuition**

- Vocal and musical instrument tuition where this is an optional extra and not part of the curriculum. A limited amount of music tuition is currently provided by the school, however the Governors reserve the right to review this policy on an annual basis.

### **Examinations**

- Re-sits for public examinations where no further preparation has been provided by the school
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited

### **Property and equipment**

- Breakages and replacements as a result of damages caused wilfully or negligently by pupils. This includes the costs of replacing any books and or equipment provided by school.
- Damage/vandalism/loss to and of school property
- Books or materials where parents/carers wish to own the goods (such as folders to carry art or technology work, calculators and so forth)

### **Remission**

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 plus the remission of other charges such as for technology materials and locker rental.

The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- 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 £15,575 for 2008-2009 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit

### **Individual Cases of Financial Difficulty**

Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place.

- The Headteacher may be able to agree flexible, extended payment terms
- Parents may be able to ask for assistance from the Hardship fund which operates independently from other funds
- Parents in receipt of the above benefits will be considered as first priority for assistance
- In most cases, parents will be asked to bear a proportion of the cost which is usually 50%
- All cases will be treated individually and in confidence

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for any activities or provision organised for the benefit of students where it is inappropriate to make a charge.

The terms of any request made to parents will specify that it is 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/carer is under no obligation to pay
- b. That the registered pupils at the school will not be treated differently according to whether or not their parent/carer has made any contribution in response to the request
- c. Initial letters will explain the nature of the proposed activity and its likely value in educational terms
- d. The letter will indicate the contribution per student which would be required for the activity to take place.
- e. If the activity cannot be funded without voluntary contributions then this will be made clear at the outset
- f. If insufficient voluntary contributions are raised to fund the activity then it may be cancelled
- g. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

### **School Meals**

The Governing body will determine and publish annually the price to be charged for school meals.