



Charging and Remissions Policy

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1. General

The Governing Body recognises the valuable contribution which a wide range of activities, including clubs, educational visits and residential experiences, can make towards pupils' personal and social education.

The Governing Board aims to encourage and promote and provide such activities both as an integral part of a broad and balanced curriculum for all pupils and as additional optional activities.

Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

2. Charges

The Governing Board reserves the right to make a charge for the following activities organised by the school:

- those organised for pupils outside of school hours that are not part of the school curriculum such as clubs or performances. This include Breakfast Club, After School Club and all other clubs that take place before and after school where parents are notified of charges in advance.
- transport that is not taking the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education.
- Entry fees and tickets for trips to places (such as special events or theatres) external to the school that take place in school hours.
- board and lodging element for a residential visit and deemed to be within school hours.
- individual instrumental tuition which takes place within school hours, unless it forms part of the syllabus of a prescribed public examination or the National Curriculum;
- those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do.

The Governing Body may, from time to time, amend the categories of activity for which a charge can be made.

Any charge made in respect of the optional extra activity described above to individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- The headteacher will decide when it is necessary to charge for optional activities

3. Remissions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Board and headteacher.

4. Voluntary Contributions

The Governing Board may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution.

5. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.