



## **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 circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Principal for implementation. It is important to note that the intention of the Governing Body is that no child in the School should ever be disadvantaged and that this policy should reflect this position.

### **Charges cannot be made for .....**

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 part of religious education.
- 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 or from the school premises, where the local education authority 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.
- Transport provided in connection with an educational trip.

### **Charges may be made for .....**

- 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
- Vocal and musical instrument tuition.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity

### **Remission**

- Pupils whose parents are in receipt of Income Support or Family Credit will not be charged for board and lodging for participation in residential visits which form part of the national curriculum.
- In respect of 'optional extra' activities, the Governing Body will give consideration to use funds at their disposal to subsidise activities or remit charges in full or in part in those cases where charging would prevent a child from participating in those activities.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following;

- a) Residential visits travel costs
- b) Educational trips travel costs
- c) Educational trips admission charges

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 is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.