CHARGING AND REMISSIONS POLICY

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Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the DfE Guidance for Charging for School Activities 2014.

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.

Definition

The school day is defined as: 8:45 am – 3:10pm. The midday break does not form part of the school day.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- an admission application to any state funded school – paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum1, 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 school2.

(Extract from DfE Guidance for Charging For School Activities 2014)

1 It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).
2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Charges

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

(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

(i)) travel

(ii) materials and equipment
(iii) non-teaching staff costs
(iv) entrance fees
(v) insurance costs

(c) breakages and replacements as a result of damages caused wilfully or negligently by pupils

Calculating Charges

At Annie Lennard's, we believe in enhancing the children's education by arranging regular off- site visits to provide first-hand experiences for the children to support their learning.
When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through School Funds and the use of Pupil Premium Funding.

Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. School will endeavour to source venues and transport at the best possible prices in order to keep off-site education costs as low as possible. The breakdown of these costs will be shared with parents on each off-site letter.

Remissions

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. The relevant support payments are:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:
a) trips that take place during school hours;
b) trips that take place out of school hours but are part of the curriculum;
c) visiting outside groups/agencies (eg. visiting theatre groups) that support the school curriculum.

The terms of any request made to parents will specify that the request is 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; and
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 Head teacher.

Adopted by Governors ______________________

Date of next review – November 2023