

Lydgate Junior School

CHARGING AND REMISSIONS POLICY



This policy has been formulated in accordance with the Local Authority's guidance on charging for school activities.

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.

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for its implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

Prohibition of Charges

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

- education provided during school hours (including the supply of any materials, books, instruments or other equipment) as part of the National Curriculum;
- 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil 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 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 authority has arranged for pupils to be educated;

- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

This policy will be published on the school website and made available in paper form on request.

Charges

The Governing Body of the School may charge for the following:

- (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) 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 pupils
- (h) extra-curricular activities and school clubs
- (i) buildings and accommodation costs in connection with the provision of the optional extra.

Decisions about whether to levy a charge or not for the activities listed above will be made by the Headteacher, having considered the costs to school, overall budget implications, the priorities for development within school and alternative funding options.

Activities may run within school premises which are not organised or managed by the school. Charging structures for these activities are not the responsibility of the school, but will be taken into account when decisions are being made within the Lettings Policy.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having entitlement to a free school lunch, 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 Jobseeker's Allowance;
- c) An income-related employment and support allowance.
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) 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 £16,190 (January 2016).
- f) The guarantee element of State Pension Credit.

In respect of (e) above, account will be taken of any revision to the amount as advised by the Local Authority.

The charges outlined in this policy may, in exceptional circumstances, be remitted in whole or in part at the discretion of the Headteacher. A parent may apply for the remission of charges in writing at any time, providing necessary proofs and information supporting the application.

Voluntary Contributions

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

- a) transport provided in connection with educational trips
- b) entrance fees and other costs connected with educational trips and visits
- c) curriculum enhancement activities, such as theatre performances, dance groups or creative workshops, and
- d) resources used in enhancement activities.

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 parent is under no obligation to pay; and
- b) that 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 Headteacher.

Voluntary contributions will be used to offset the costs of the activities, and the total raised will not exceed the cost of the activity.

Part or all of the cost of an activity may be covered, at the discretion of the Headteacher, by funds from:

- School Private Fund
- Sports Premium (for appropriate activities)
- Pupil Premium (to support qualifying pupils)
- Specific grants or donations
- School delegated budget,

in addition to, or in place of, voluntary contributions.

Where costs cannot be covered by these means an activity may have to be cancelled. All arrangements, including the collection of voluntary contributions, will be made early enough to avoid charges due to cancellation.

Date of Policy review: 24 January 2019