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<b>Robert le Kyng Primary School</b>
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## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

### **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 the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### **Prohibition of Charges**

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

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum 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
- 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 has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Charges

- (a) 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
- (b) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (c) extra-curricular activities and school clubs.

## Residential Visits

- a) board and lodging on residential visits (not to exceed the costs)
- b) the proportionate costs for an individual child of activities arranged during the residential visit ('optional extras') to meet the costs for:
  - (v) travel
  - (vi) materials and equipment
  - (vii) non-teaching staff costs
  - (viii) entrance fees
- c) breakages and replacements as a result of damages caused wilfully or negligently by pupils

## 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:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Guaranteed Pension Credit
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) Child Tax Credit, who do not receive Working Tax Credit AND who have an annual taxable income of less than £ (in line with current guidelines)

Children who are in receipt of Pupil Premium will be entitled to the remission of charges for After School Clubs, Breakfast Club and trips where charges would normally be made.

## **Voluntary Contributions**

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

- a) Visitor invited in to school, such as musicians, theatre groups, authors
- b) Educational visits outside of school

A request for a voluntary contribution in no way represents a charge, in addition this policy clarifies that the following will apply:

- 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 Headteacher and is based on the total cost of the visit.

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