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## **Charging and Remission policy**

- Voluntary contributions
- Examination entries
- Materials and textbooks
- Out of school activities
- Damage and loss of property
- Lettings
- School minibus travel
- Other charges
- Remissions

The school believes in the highest quality of provision for the school's students and allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

School apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.



## **Voluntary Contributions**

'Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.

The school believes that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Headteacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of the school's inclusive arrangements for students and is applied equally to all students.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions.

Staff can seek support for students via their line manager for activities which would normally incur a charge according to the policy.

## **Reading books /Library books**

If a reading/library book is lost or damaged then a minimal charge will be sought to replace the item.

## **Out of School Activities**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

## **Other charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of the Early Years Journals.

### **Remissions Policy**

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made if:

a) The education provided on that trip cannot be charged for; and

b) The student's parents/carers:

- Receive Income Support (IS) or Income-based Job Seekers Allowance (IBJSA).
- Receive Income Related Employment Allowance (IREA).
- Have an entitlement to Child Tax Credit (CTC), but not Working Tax Credit (WTC) and the family's annual income (as assessed by the Inland Revenue) is not more than the working tax threshold for the year.
- Receive support under part VI of the Immigration and Asylum Act 1999.
- Receive the guarantee credit element of Pension Credit