



Charging and Remissions Policy September 2019

In formulating this policy Sections 449-462 of the Education Act 1996 have been used as guidance.

Charge

Parents will only be charged for activities which are deemed as Optional Extras which provide education outside the requirements of the National Curriculum. Optional Extras include the following:

- Individual music tuition
- Board and lodging for a pupil on a residential visit
- Visits which fall outside the normal school day which are not directly related to the requirements of the National Curriculum
- Activity clubs not organised and delivered by teachers

Calculation of charge

The charge levied by any outside organisation in respect of any activity clubs will be calculated by the relevant organisation

The amount of charge levied for all other Optional Extras will be calculated by dividing the cost of the activity by the number of children taking part. The figure arrived at will be rounded up at the discretion of the Head Teacher by a maximum of 50p, e.g. cost £2.43 Head Teacher rounds to £2.50.

With regards to musical tuition charges, these will be reviewed on an annual basis by the Governors Finance Committee.

In exceptional circumstances the charge made for an Optional Extra activity may be waived at the discretion of the Head Teacher.

Parental Voluntary Contributions

Nothing in legislation prevents a school governing body from asking parents for a Voluntary Contribution however no child will be excluded from an activity simply because a parent is unwilling or unable to pay.

School Visits

School visits play an important part in the education of children however for many visits a charge is made to the school for transport, entrance and where applicable tuition. Therefore to support educational visits parents will be asked for a voluntary contribution. If insufficient funds are raised through voluntary contributions to cover the cost of an educational visit the decision to support the visit through the school's budget will be delegated to the Head Teacher.

At the stage of asking for a voluntary contribution parents will be informed that if insufficient funds are raised the visit may be cancelled.

Calculation of the amount of Voluntary Contribution

The amount of voluntary contribution asked of parents will be determined by dividing the actual cost of the visit by the number of pupils taking part. The figure arrived at will be rounded up at the discretion of the Head Teacher by a maximum of 50p, e.g. cost £2.43 Head Teacher rounds to £2.50.

In calculating the amount of voluntary contribution the cost of adult support will not be included but be paid for from the school's budget.

Adults attending a visit but not required to support children will be charged at the full rate.

Voluntary Contribution for other School Activities

A Voluntary Contribution may be asked for from parents for any extra activity agreed by the Governing Body. Currently these include;

- Swimming bus
- Provision of chilled, filtered water

Remissions (Residential Visit Board and Lodging classed as Optional Extra)

A remission from payment for a residential visit will be offered to parents who can prove they are in receipt of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Support under part 4 of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed £15575
- The Guarantee element of State Pension Credit

Remissions (Individual Musical Instrument Tuition classed as Optional Extra)

A remission from payment for Individual Musical Instrument Tuition will be offered to parents who can prove they are in receipt of the following benefits:

- Income Support
- Income Based Job Seekers Allowance
- Support under part 4 of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed £15575
- The Guarantee element of State Pension Credit

Any child who does not regularly attend their IMT lesson or in the opinion of the IMT teacher is making little progress due to lack of effort may have the amount of remission received withdrawn at the discretion of the Head Teacher.