

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with the Department for Education's guidance on: Charging for School Activities (March 2009).

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:

1. education provided during school hours including the supply of materials and equipment.
2. 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;
3. entry for a prescribed public examination, if the pupil has been prepared for it at the school;
4. examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
5. education provided on any educational visit that takes place during school hours;
6. education provided on any educational visit 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;
7. vocal and musical instrument tuition if it is an essential part of the national curriculum or public examination syllabus being followed by the pupil;
8. transporting registered pupils to or from the school premises, where there is a statutory obligation to provide transport;
9. transporting registered pupils to other premises where the school has arranged for pupils to be educated;
10. transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
11. transport provided in connection with an educational visit.

STRATFORD SCHOOL

Approved by FAM 10.6.13

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from 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) vocal and musical instrument tuition
- (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) cost of providing equipment such as pen, calculator, where the pupil is not equipped as expected (this is outlined in the prospectus).
- (i) extra-curricular activities and school clubs.

If a charge is made for each pupil it should not exceed the actual cost and if further funds need to be raised this must be by voluntary contributions or general fund raising.

Voluntary Contributions

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

- a) extended activities and other study support including sport, drama and music clubs, holiday activities, visits, and additional courses such as first aid.
- b) materials for a finished product where parents have been asked in advance if they wish to own the finished product.

The terms of any request made to parents will specify that the request 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.
- c) where there are not enough voluntary contributions to make the activity possible and no way to meet the shortfall then the activity may be cancelled so that no pupil is unable to participate if a contribution cannot be made for them.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to finance the activity or provision and will not exceed the actual cost. In the event of insufficient contributions being made the activity may have to be cancelled and refunds given.

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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) Support under part 6 of the Immigration and Asylum Act 1999;
- d) 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
- e) Guaranteed State Pension Credit

Date of Policy approval _____

Date of Policy review _____

Policy approved _____
Chair