CHARGING AND REMISSIONS POLICY

Introduction

The Education Reform Act 1988 requires the Governors to adopt a charging and remission policy in respect of activities which take place largely within school time. The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as 8:50 am to 3:20 pm. The midday break does not form part of the school day.

Policy Statement

During the school day, all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Voluntary contributions may be sought for activities during the school day, which entail additional costs (for example school trips).

It is the aim of our school that all educational visits offered should enhance the curriculum, enriching the children's knowledge and understanding.

Parents will be notified in a letter of the details and asked to make a voluntary contribution, worked out with a view to covering the complete cost, i.e. coaches, insurance, entrance fees etc. No visit is profit making. The law forbids any child to be refused permission to go on an educational visit, even if parents do not contribute, however, it follows that unless everyone sends in their donation, the visit may be in question. The final decision will rest with the Headteacher.

Optional activities outside of the school day

We may charge for optional extra activities provided outside of the school day, for example football club, pottery, drama. Such activities are not part of the National Curriculum or religious education.

All monies raised from such activities will be used exclusively to fund further clubs whether for tutor/facilitator fees or for resources to enable the clubs to run.

Where possible, the school will look to secure donations/private funding to subsidise the main costs of the clubs.

Where we need to charge, we will ask for the payment in advance of the activity. Children, who fail to contribute, unless there are extraordinary circumstances, will forfeit their place in the club.

If a child is unable to pay for a club, it will be at the discretion of the Headteacher to waive payment, in doing so they will take into account any family circumstances or other relevant information available to them at such time.

School Meals

School meals are currently funded for children.

Should funding change, then payment for school meals should be paid for in advance, either daily, weekly, half termly or termly. If payment is not forthcoming, the school will not provide a meal but the parent/carer will be requested to send the child in with a packed lunch from home, until such times as any outstanding debt is repaid.

Residential school journeys

Parents are required to meet the full cost except those in receipt of eligible benefits. All pupils will be expected to pay a non-refundable deposit to secure a place on a residential trip, without this the trip would not be viable.

Loss or damage

Parents will be charged for the cost of repairing or replacing any item of school property damaged due to the wilful or negligent behaviour of their children.

Calculating charges

When charges are made for any activities, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not.

The principles of best value will be applied when planning activities that incur costs to the school and /or charges to parents

Eligible benefits

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,385
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Inclusion

As an inclusive school, it is our wish not to allow financial issues to prevent a child, whose family is facing genuine hardship, from participating in a residential or afterschool activity. In such cases, the Headteacher will discuss with the family, ways of reducing the financial burden.

Charges for Documents

Passports applications will be signed at a cost of £20.00 per item.

Letters of support will be charged at £10.00 per letter.