



---

## Charging and Remissions Policy

---

Legislation allows schools to charge to certain activities which take place both inside and outside school hours.

The policy applies to all pupils registered as pupils of the school.

No charges will be made for any education provided (including relevant transport, materials, books, instruments or equipment), at any time during school hours apart from those items listed below.

The School will exercise the discretion to charge for:-

- 1) board and Lodging on any residential trip (over-night or longer);
- 2) individual tuition on a musical instrument;
- 3) materials and ingredients for use where there is an end product if a parent has indicated he/she wishes the pupil to receive the finished article; and,
- 4) work experience where the pupil travels direct from home.

The prohibition on charges is subject to the discretion for parents to make voluntary contributions.

Receipts/Receipt cards will only be sent home for amounts over £5.00 or where parents/carers have specifically requested it.

THE SCHOOL WILL REGARD VOLUNTARY CONTRIBUTIONS IN THE FOLLOWING WAY, WHICH RECOGNISES A TRADITION THAT HAS EXISTED FOR MANY YEARS:-

### EXAMPLES

#### Transport

A parental contribution may be requested for the cost of transport for school outings, trips or residential visits. In order to make such outings viable, a parental contribution may be requested. This contribution will be entirely voluntary and no pupil will be excluded from such an outing if parents do not contribute.

#### Work Experience

Pupils travelling direct from home to work experience will be expected to pay their own traveling expenses. Those using transport to school and who then go on to work experience placements will not be charged.



## Entry Fees

The School may ask for a voluntary parental contribution for the cost of entry fees encountered on educational outings or visits.

## Design & Technology/Pottery/Craft/Artwork

There has been no charge made to children for materials used in any of these subjects. This will continue to be the case except for larger items of work/finished products costing over £1.00, which have been made in the D.T. area, or where the materials used in the item produced could, after a suitable period of time, be salvaged and re-used. In these instances a charge will be made based on the item cost of the materials used.

The School reserves the right to retain for display purposes any finished products of Art or Craft work other than those for which parents have paid a cost contribution.

## Residential Trips

The School will charge parents/carers for the cost of board and lodging for all trips which require children to be away from home overnight or longer.

When parents/carers have agreed to the visit the school will start a collection and deposit book. In addition, pupils will be issued with a payment record sheet/card which will also be their receipt record.

At all times consideration will be given to keeping the parental contribution as low as possible. The School will, where possible, use money from fundraising events organised by parents/pupils and/or money donated for the trip by charitable organisations, in order to defray overall costs.

IF THE ACTIVITY CANNOT BE FUNDED WITHOUT VOLUNTARY CONTRIBUTION, THE SCHOOL WILL MAKE THIS CLEAR TO ALL PROSPECTIVE PARTICIPATING PARENTS/CARERS AT THE OUTSET.

## REMISSIONS POLICY

The School will maintain a Remission of Charges Policy relating to all parents/carers who are in receipt of:-

- Income Support
- Income Based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
  
- Child tax credit where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Revenue and Customs) does not



exceed £16190 (as at 6.4.10). This amount is subject to an annual increase which changes each April.

- Guaranteed State Pension Credit.

An exception to this rule will be made for those parents/carers who have more than one child at the School at any one time. In this event the above statement will apply or parents/carers will be charged for only one child if two or more are participating in trips in any one year.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head of School.

**NB. This is taken from Appendix D of the School Finance Policy, copies of which can be requested from the office.**

(To be reviewed Annually as part of the Finance Policy)