



CHARGING AND REMISSIONS POLICY

Approved by Crawshaw Governing Body on 26th January 2009

To be reviewed by Governors January 2010

Education Leeds



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 this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for

The Governing Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment.
- 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, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as 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, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges will be made for

1. Board and lodging on residential visits (not to exceed the costs)
2. The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - o Travel
 - o Materials and equipment
 - o Non-teaching staff costs
 - o Entrance fees
 - o Insurance costs
3. Vocal and musical instrument tuition.
4. Re-sits for public examinations where no further preparation has been provided by the school.
5. Examination fees where a pupil fails without good reason to sit the exam
6. Any other education, transport or examinations where no further preparation has been provided by the school
7. Any other education, transport or examination fee unless charges are specifically prohibited.
8. Ingredients or materials for subjects such as art, design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.
9. Breakages and replacements as a result of damages caused wilfully or negligently by pupils
10. Extra-curricular activities and school clubs
11. Any extended school activity
12. Damage/vandalism/loss to and of school property

Remission

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges detailed above numbered 1 and 3 only. No other charges listed above will qualify for remissions.

The relevant support payments are;

- 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 Inland Revenue) does not exceed £15,575 for 2008-2009 (in respect of this item account will need to be taken of any revision to the amount)
- Guaranteed element of State Pension Credit

Voluntary Contributions

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

- a) The proportionate costs for an individual child of activities/trips during or after school hours to meet the costs for;
 - o Travel
 - o Materials and equipment
 - o Staff costs
 - o Entrance fees
 - o Insurance costs

Examples of these activities/trips may include theatre trips/language trips/behaviour for learning trips/coursework trips etc...

The terms of any request made to parents will specify that it is 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
- 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

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. If sufficient voluntary contributions are not received and the activity/trip is not financially viable, the activity/trip will be cancelled.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.

Date of Policy approval _____

Date of Policy review _____

Policy approved _____
Chairperson