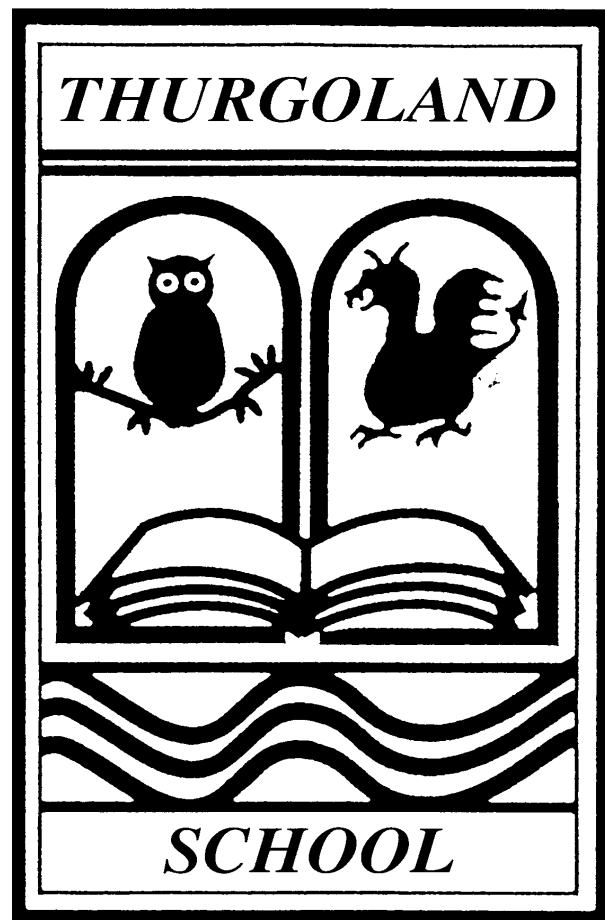


**THURGOLAND C.E.  
SCHOOL**

**POLICY FOR  
CHARGING AND  
REMISSIONS**



Review Sheet

Charging Policy

Date Written

Date of Last Revision            February 18

Date of Next Revision            Spring 19

General Notes

**Monitoring / review will highlight aspects that need to be addressed in the next re-write / amendment. Please add notes below.**

# **CHARGING AND REMISSIONS POLICY**

## **Introduction**

This policy has been formulated in accordance with the Authority's guidance on: Charging for School Activities.

In line with the School's General Aims, the school is committed to:

- providing a range of trips, visits and activities which provide a stimulating curriculum
- ensure activities are accessible to all pupils – Equal Opportunities Policy
- provide good value for money by offering quality educational opportunities – Best Value Policy

## **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:

- 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-sit(s) if the pupil is being prepared for the re-sit(s) 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/she has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Publication of Information

This policy will be available on the school website.

## 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) individual tuition in the playing of a musical instrument
- (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) extra-curricular activities and school clubs where these incur external staffing, transport or equipment cost.

## 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, which take place wholly or mainly within school session times. The relevant support payments are:

- a) Universal Credit

- b) Income Support;
- c) Income Based Jobseeker's Allowance;
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) 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 the statutory limits.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

## **Voluntary Contributions**

In order to facilitate a broad range of activities taking place the school will seek voluntary contributions to cover costs incurred. The school endeavours to take a balanced approach towards requests for voluntary contributions and the provision of a stimulating curriculum. For example staff endeavour to plan 3 to 4 trips or visits spread throughout the year. If visiting performers can be paid for via fund raising initiatives, PFSA, Arts grants, school funds etc. the school will endeavour to do so. The school supports vulnerable pupils to access all trips, visits and extra-curricular clubs, including those in receipt of Pupil Premium.

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

- a) Individual shares of transport costs on any day trip or visit
- b) Individual entrance fees for venues attended on a day trip or visit
- c) Individual cost for specialist events e.g. visiting performers

The terms of any request made to parents will specify that the request is for a voluntary contribution and that it 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.

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

Voluntary contributions will be used to:

- Cover the transport costs incurred to venues for day trips and visits
- Pay any fees to places visited for entrance, workshop sessions, talks or demonstrations etc.
- Pay the costs incurred by a visiting performer e.g. musician, theatre group etc.

- Transport costs for accompanying staff

The school fund or any excess funding obtained from voluntary contributions is used to pay for pupils whose parents are unable to make voluntary contributions. If the level of the voluntary contribution falls below 50% of the overall cost of a trip, visit or activity the school reserves the right to cancel the event.