

Charging and Remissions Policy

General Principles

The school governing body is committed to the principle of free education and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. In determining the charging and remissions policies, which are set out in this document, the governors have been mindful of the policy statement produced by Nottinghamshire Local Education Authority.

The governing body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The governing body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

In these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school. In arranging activities for which a voluntary parental contribution may be sought, the school will bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.

In determining policies in this respect, the governing body are mindful of the financial circumstances of pupils and their parents. At the governors' discretion, pupils may be assisted from the school's budget or school fund, so that pupils will not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

Charging Policy

The Governing Body reserves the right to make a charge for the following activities, which may from time to time be organised by the school.

Residential activities held during school hours:

Charges may be made for the board and lodging element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the governing body EXCEPT in the circumstances described below.

Activities held outside school hours:

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case, they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.)

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

1. the pupil's travel costs;
2. the pupil's board and lodging costs;
3. materials, instruments and other equipment;
4. non-teaching staff costs;
5. entrance fees to places of interest;
6. insurance costs;
7. the expenses only of participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT in the circumstances described below.

Materials and Ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. in home economics or design & technology. Alternatively parents may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

Remission Policy

Board and Lodging Charges for Residential Trips

Where the trip takes place wholly, or mainly, during school hours 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 these charges:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs)
- the guarantee element of State Pension Credit;
- Working Tax Credit run-on - paid for 4 weeks after parents stop qualifying for Working Tax Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the school governing body. Any subsidy provided by the governing body will be met from the funds at its disposal.

Voluntary Contributions

Nothing in this policy statement precludes the school governing body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

Breakages and Damage to School Property

The school governing body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Review

The school governing body reserves the right to review and amend this policy statement from time to time, as appropriate.