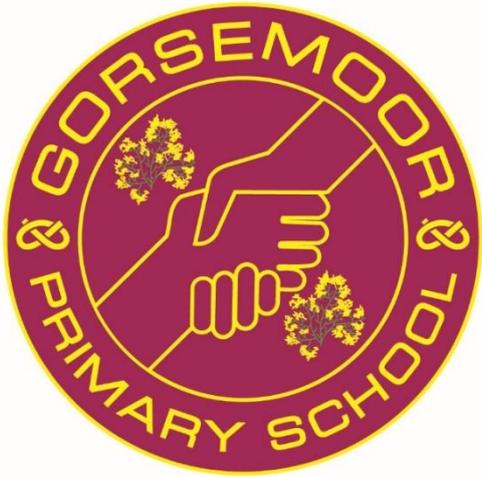


Charging and Remissions Policy



Date of Issue: Oct 2016

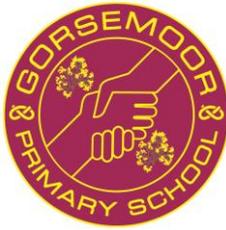
Review Date: Oct 2017

Approved by the Full Governing Body
on 12th October 2016

Audience:	Staff/Governors/Public
Frequency of Review:	Annually
Postholder responsible for Review:	Headteacher

Recommended associated documents:

Pupil Premium
Letting Charges
Music Charges



Gorsemoor Primary School

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher (*and/or Governing Body*).

Definitions

Community Facilities - activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision - provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings - letting to an organisation other than the school

Remission - where a charge is not payable, either in full or in part

Sinking Fund - a reserve put aside over a number of years to pay for major maintenance or renewal costs

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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it 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 the school's basic curriculum for 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 has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges will apply to the following:

(It will be necessary to determine, where applicable, for each of the following whether the governing body intends to make a charge and how much the charge should be).

- (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 or group tuition in the playing of a musical instrument
- (d) extra-curricular activities and school clubs as appropriate
- (e) Letting of the school premises or grounds
- (f) Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (g) Charges for materials or ingredients where the pupils wish to have the finished product

Exemptions

Children whose parents are in receipt of the following support payments may, 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. The relevant support payments are:

- a) Income Support;
 - b) Income Based Jobseeker's Allowance;
 - c) Support under part VI of the Immigration and Asylum Act 1999;
 - d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190 (Financial Year 16/17)
- 1 When the above does not apply, but where a convincing appeal is made directly to the Headteacher.

- 2 When other circumstances preclude the child from receiving tuition due to financial constraints.

Voluntary Contribution

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

- a) Instrumental tuition (music)
- b) Extra-curriculum activities
- c) Special visits
- d) Visits connected with curriculum
- e) Special performances by visiting artists
- f) Additional resources associated with special activities

The terms of any request made to parents will specify that the request for 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; 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 head teacher.

Amendments October 2016

- Pupil Premium spending - financial help for parents being 50% of uniform costs, music lessons and 50% discount from the cost of schools trips to be included in the policy.
- Parents wishing the school to endorse or countersign passports or other documentation will incur a £ 10.00 charge payable to Gorsemoor Primary School Fund. This can only be done when the child has been known for a minimum of two years.