



CHARGING AND REMISSIONS POLICY

Shared with Staff: Jan 2019

Approved by Governors: Jan 2019

Date of Review: 01.09.19

Committee Responsible: Finance Committee

Chair of Committee: Umar Khaliq



1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus. ~~The school must also comply with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.~~

2. There are two types of financial contributions for which parents can be asked in relation to educational activities:
 - Voluntary contributions
 - Permitted charges

They have different limitations as set out below.

At Great Kingshill C of E Primary School we will charge in accordance with County Guidance, (ref. Local Management Handbook Section F7) except in circumstances which have been agreed by the Finance committee.

3. Voluntary contributions

The Governing Body may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment
- school funds generally

The contribution is genuinely voluntary and the pupils of parents or guardians who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, then it may be cancelled.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

4. Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LEA and school's remissions policy).

Residential trips

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

A residential visit is in school hours if:

The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).

The Governing Body may charge parents for board and lodging costs for residential trips, except for parents who receive:

Income Support

- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

These parents or guardians may not be charged for board and lodgings if the trip takes place mainly in school hours.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

5. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher. These will be treated on an individual basis but will aim that children are not disadvantaged as a result of family income.

6. Instrumental music lessons

A charge will be made for individual instrumental music tuition and group music tuition of up to and including 4 persons, whether in or out of school hours, unless the tuition forms part of the syllabus for a prescribed public examination, or is part of the National Curriculum or the syllabus for religious education.

7. Public examinations

No charges will be made for entering pupils for a prescribed public examination. A charge may be made for the cost of entering a public examination not prescribed in regulations.

Materials and ingredients The Governing Body may request the cost in cash or in kind of ingredients and materials needed for practical subjects such as art or technology if pupils or parents have indicated a wish to own the finished product.

8. Damage to school property and materials

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

9. Other charges

The Headteacher, Finance Premises and Personnel Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or other documents requested by parents.

Photocopies requested by parents of school records or documentation will be charged at 5p per copy.

10. School Meals

Under current regulations children whose parents receive the following support payments are eligible for free school meals:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the cost of providing this. The school does not and will not aim to make any profit from school meals. Meals provided for children after the cut-off date/time will be charged at the late booking price as there is a cost incurred by the school for providing this.

11. Inability or unwillingness to pay

Great Kingshill C of E School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

12. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school’s complaints procedures.