

Charging & Remission Policy

CATEGORY:	Policy
CLASSIFICATION:	Operational
PURPOSE	Scheme to determine the academy's policy on charging for activities and how this may be carried out
Controlled Document Number:	14
Version Number:	1.1
Controlled Document Lead:	Director of Business & Finance (controller of policy register)
Adopted by governors on:	8 th October 2014
Reviewed by Governors on :	15 th October 2015
Review date:	15 th October 2016
Distribution:	
<ul style="list-style-type: none"> • Essential Reading for: • Information for: 	<p>School Managers & Governors</p> <p>Parents</p>

Contents

Policy Statement	Page 1
Aims & Principles	Page 1
Review & monitoring	Page 3

Guidance on Charging for School Activities

Education	
Optional Extras	Page 4
Voluntary Contributions	Page 6
Charging for Visits	Page 6
Transport	Page 8
Music Tuition	Page 9
Ingredients / materials / equipment	Page 10
Remissions	Page 10
Residentials	Page 11

Governing Body of Bridgnorth Endowed School

STATEMENT OF CHARGING AND REMISSIONS POLICY

Introduction

The school conforms to current statutory regulations. The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balance curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

The Education Act 1996 requires the Governing Body to:

“... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ...”

Aims

This policy sets out Bridgnorth Endowed School's attitude to charging, describes each type of activity that will be charged for and explains when charges will be made.

Principles

All education provided within school hours will be free. This includes materials, equipment, and transport provided in school hours by the Local Authority or by the school to carry pupils between the school and an activity. School hours are those when the school is actually in session, and do not include the break in the middle of the school day.

The school may invite parents and others from time to time to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No student will be left out of any activity provided in school time because his / her parents cannot or will not make a voluntary contribution.

The governing body have noted that the Education Act 1996 allows charges to be made in the following areas:

Optional extras	activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place out of school time.
-----------------	---

Individual Instrumental Tuition	Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.
Materials used in Craft Subjects	Subject to the parents having agreed in advance they wish to own the finished product.
Board and Lodging Charges	<p>At any time (in school time or otherwise) subject to full remission to those parents in receipt of:</p> <ul style="list-style-type: none"> • Income support (IS) • Income-based jobseekers allowance (IBJSA) • Income-related employment and support allowance (ESA(IR)) • Child tax credit provided you are not receiving work tax credit and you do not have an annual income that exceeds £16,190 (2013) (as assessed by H.M Revenue and Customs). • Support under part VI of the Immigration and Asylum Act 1999 • The guarantee element of state pension credit <p>for residential visits taking place or deemed to take place in 'school time'.</p>
Examination Entry Fees	Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits or prescribed public examinations where no further preparation has been provided by the school.

The Education Act 1996 does not debar voluntary contributions being made by parents.

The governing body wish to try and ensure that the level of visits and activities established at the school continue but emphasise that this can only happen with their full support and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

The governing body note that parents are not debarred from making voluntary contributions towards the costs of board and lodgings if they so wish in any situation, including those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,190.

The governing body notes that the Education Act 1996 prescribes:

- That no charges may be levied for school activities taking place or deemed to take place in school time;

- That voluntary contributions must be genuinely voluntary;
- That there is no obligation on parents to contribute; and
- That pupils will not be treated differently according to whether or not their parents have made any contributions.

The governing body recognises that * in general, participation in all trips and visits is voluntary and notwithstanding the charging requirement parents have the right, for whatever other reasons, to choose that their children not participate.

- Should participation in any trip be essential for the fulfilling of the school's duties relates to the National Curriculum, public examinations or the provision of religious education, parents will be so informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the school, less any voluntary contribution parents may be prepared to make.

The Charging and Remissions Policy for Bridgnorth Endowed School will, for the time being be as follows:

- i. The governors reserve the right to make charges where the law allows and as set out with the Principles section on page 2.
- ii. Individual instrumental tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.
- iii. From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be so informed when these occasions arise.
- iv. Should the governing body choose to hold "in school time" residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are entitled and who claim.
- v. The governing body have instructed the Headteacher to include in the school's disciplinary code that parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupil's behaviour.

Monitoring and Review

This policy statement will be reviewed on an annual basis by the governing body's Finance Committee and will be adjusted in line with any subsequent guidelines from the Department for Education.

Monitoring of the policy will be carried out throughout the year by the Director of Business & Finance and any notes will be made and commented on at the review period.