



# **Charging and Remissions Policy 2018**

# **Beardall Fields Primary & Nursery School**

## **Charging and Remissions 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. This policy is in line with LA policy on Charging and Remissions.

### **Responsibilities**

The Governing Body of Beardall Fields 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 Beardall Fields 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 has been prepared for that examination at the school
- transport provided in connection with an educational trip.

### **Charges**

A charge will be made for the following activities:

1. board and lodging on residential visits in school hours, unless the parents are in receipt of relevant benefits entitling them to exemption of these charges (see appendix A for information about residential visits)
2. 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
3. costs associated with the tuition of individuals or small groups in the playing of a musical instrument whether in or out of school hours
4. any other education, transport or examination fee unless charges are specifically prohibited
5. breakages and replacements as a result of damages caused wilfully or negligently by pupils
6. some extra-curricular activities and school clubs

7. materials used in some activities where parents would like their child to own the finished piece.

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be given support for activities which require a charge.

- Income Support
- income-based Jobseekers Allowance
- income-related Employment Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit (**provided they are not entitled to Working Tax Credit**) and have an annual income that does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs)

**Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four week period immediately after their employment ceases, or after they start to work less than the required hours for entitlement per week, their children are entitled to free school meals**

## Voluntary Contributions

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

1. the cost of travel on all school trips and entry to all places of interest and entertainment
2. the cost of any performances or activities which take place in school and incur costs for the school
3. the cost of some extracurricular activities and after school clubs.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge (see appendix B). In addition the following will be made clear to parents:

1. that the contribution is genuinely voluntary and a parent is under no obligation to pay
2. 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
3. that the activity may not take place if enough contributions are not made.

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

Voluntary contributions will be used to pay for, wholly or in part (if all do not make a contribution), for the activity for which they were made. Local charities are approached to support activities which may not take place due to low levels of contributions.

Only children of families who receive one of the following support payments are eligible to receive free school meals and/or free school milk:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit (**provided they are not entitled to Working Tax Credit**) and have an annual income that does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on– paid for four weeks after the person stops qualifying for Working Tax Credit.
- Universal Credit –during the initial roll-out of the benefit

Children who receive Income Support or income related Employment Support Allowance in their own right are also eligible to receive free school meals (**this situation often applies to post-16 pupils in Special Schools**).

Children whose parents are in receipt of the following support payments will in addition to free school lunch entitlement also be eligible for remission of charges for board and lodgings during residential school trips. The relevant support payments are:

It is free school lunch **eligibility** and not uptake that is the trigger for entitlement to a remission of charges for residential trips.

Places for the 2 annual residential trips are offered to all children in Year's 3 and 4 and Year's 5 and 6 on a "first come first served" basis.

Parents will be advised that anyone in receipt of the support payments is entitled to claim remission for board and lodging. Parents who are in receipt of the support payments will be invited to make a voluntary contribution. Parents will also be advised that if enough voluntary contributions are not made then the activity may not take place.

## Appendix B

### **Text for inclusion in letters to parents about trips which require voluntary contributions:**

The cost for this trip is (include cost per child).

This covers the cost of (include all items to be paid for such as buses, entry fees, etc). Payments can be made to Mrs Rosier in the office.

**It is our policy to ensure that all children are treated equally and thus we wish to emphasise that this is a voluntary contribution and that no child will be treated differently or excluded from the trip if their parents/guardians do not make a contribution. However, if a sufficient amount of contributions are not collected then the trip will be cancelled.**

### **Wording for the reply slip:**

Child's Name ..... Class .....

I give permission for my child to go on the trip to (name of trip)

I enclose a voluntary contribution of: £

Signed: