



# Charging and Remissions Policy

**Date adopted: 10<sup>th</sup> March 2014**

## History of most recent policy reviews

<b>Date (review annually)</b>	<b>Review</b>	<b>Who is Responsible?</b>
<b>2<sup>nd</sup> March 2015</b>	<b>Policy updates to reflect current practice</b>	<b>Finance Committee</b>
<b>March 2015</b>	<b>Updates to current practice</b>	<b>Finance Committee</b>
<b>March 2016</b>	<b>Update Year 6 residential visit</b>	<b>Finance Committee</b>
<b>March 2017</b>	<b>Review extended to 2 yearly</b>	<b>Finance Committee</b>
<b>(March 2019)</b>		
<b>January 2022</b>	<b>Updates to reflect current practice &amp; update to list of exemption benefits</b>	

## Air Balloon Hill Primary School

### Charging and Remissions Policy

The Department for Education require both the Local Authority and the Governors of individual schools to formulate their respective charging and remissions policies. The Governors of this school present their Charging and Remissions policy as follows:

#### During School Hours

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum but do ask for a voluntary contribution.

Parents will be expected to pay for:

- Individual music tuition including the cost of musical consumables (drum sticks etc.)
- The board and lodging element of all residential trips and visits which relate to the National Curriculum
- The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product.
- Activities arranged by a third party subject to certain conditions and requirements.

#### Outside School Hours

Charges will be made for 'optional extras' defined as:

- Falling wholly or mainly outside of school hours that is not part of the National Curriculum
- Other activities providing participation on the optional extra activity is on the basis of parental choice and a willingness to meet the charges.
- Transport
- Board and Lodgings for a pupil on a residential visit

Charges for individual pupils may not:

- Exceed the actual cost of providing the optional extra activity divided by the number of pupils planned to participate.
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay; or include the cost of alternative provision for more pupils who do not wish to participate where a small part of the activity takes place in school hours.

#### Voluntary Contributions

If an activity takes place partly or wholly in school hours then voluntary contributions will be asked for to cover the costs.

The 1988 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

Subsidies from various sources e.g. School Fund or donations from the Friends of Air Balloon (FAB), will be considered to cover the deficits.

Wherever possible, the school will give sufficient notice to allow parents/carers to pay by instalments if the cost of the activity is significant.

If parents/carers wish their child to take part in a school trip or event, but is unable or unwilling to make a voluntary contribution, the child will be allowed to participate fully in the trip or activity. No child will be left out if his/her parents/carers could or would not contribute towards the cost. However, if insufficient voluntary contributions are received for the trip or activity to be viable, the school reserves the right to cancel the trip or activity and refund any monies already paid.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by theatre companies
- School trips
- Musical events
- Transport

### **Damages, breakages or loss**

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to equipment or the fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents/carers will be charged for wilful damage by their children to school property.

In the event of reading or library books being lost or damaged, parents/carers will be asked to replace the book, or alternatively pay a charge of £5.

The Governing Body has agreed that the following activities should be fully funded by parents/carers unless full funding is provided by an alternative source e.g. Free School Meals:

### **Dinner Money**

Dinner money should be paid on Monday for any dinners required that week. Any dinners not paid for will be chased on a daily basis by an email message to the parent/carer. If a total of five dinners remain unpaid, the parent/carer will be informed that the school is unable to provide a dinner until the arrears are paid and the child will need to bring a packed lunch or collected to have lunch at home. Any debts will be recovered following the school's Debt Arrears Policy.

## **Space Cadets – After School, Holiday and Breakfast Clubs**

Terms and Conditions are in place for the payment and collection of fees for the school's After-School Club, Holiday Club or Breakfast Club.

In addition to the payment of a fee, Breakfast Club charges per item of food. This payment should be received on the morning that the child is attending. The Governing Body has agreed that the school will not fund or partially fund children's use of the After-School Club, Holiday Club or Breakfast Club from the revenue budget.

Any debts will be recovered following the school's Debt Arrears Policy.

## **Year 6 Camp Week**

Children in Year 6 are given the opportunity to take part in an activities week which includes a residential visit or a series of day trips. These activities do not form part of the National Curriculum and parents/carers will be expected to pay the full cost including the cost of the activities, transport and board and lodgings where applicable. There is, however, the opportunity to pay by instalments. Alternative provision will be made for Year 6 children who remain in school.

## **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity, however we do ask for voluntary contributions towards the cost of transport. We inform parents when these lessons are to take place and ask parents for their written permission for their child to take part.

## **Remissions**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging. Parents of children who receive free school meals or can prove they are in receipt of one of the following benefits will be exempt from paying the cost of board and lodgings:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State 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

**Any parent who is unable to support their child, for financial reasons, in the attendance of a school trip is encouraged to discuss the issue with the Headteacher.**

This policy will be reviewed as a minimum 2 yearly