Charging and Remissions Policy

Date adopted: 10th March 2014

History of most recent policy reviews

Date (review annually)	Review	Who is Responsible?
2nd March 2015	Policy updates to reflect current practice	Finance Committee
March 2015	Updates to current practice	Finance Committee
March 2016	Update Year 6 residential visit	Finance Committee
March 2017	Review extended to 2 yearly	Finance Committee
(March 2019)		
January 2022	Updates to reflect current practice & update to list of exemption benefits	
January 2025	Updates to reflect current practice & update to list of exemption benefits	

Agreed Next Review Date: January 2028

January 2025

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.

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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 are 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
- Workshops provided in school by external providers
- School trips
- Musical events
- Transport (for example for Swimming lessons)

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 remains 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 be 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 for food items should be received by the morning that the child is attending. Parents should ensure that their "Space Cadets Meals" account in Arbor has sufficient funds to cover the cost of the food. 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 write to parents to request a voluntary contribution towards the cost of transport which can be paid via Arbor.

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 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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