

St. Mary's Church of England Primary School,  
High Crompton



**CHARGING AND REMISSIONS POLICY**

**2019 - 2020**

Written: November 2019  
Approved by Governors on: 18 November 2019

Review Date: November 2020

Signed by Chair:

A handwritten signature in blue ink, which appears to read "C. P. Benton". The signature is written in a cursive style and is positioned above a short horizontal line.

# CHARGING AND REMISSIONS POLICY 2019 - 2020

## Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

## 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.

## Responsibilities

The Governing Body of the School 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 the School 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.

## Publication of Information

A summary of this policy is included in the School Prospectus which specifies what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) 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
- (c) Costs associated with individual tuition or groups of up to 4 in the playing of musical instruments whether in or out of school hours
- (d) re-sits for public examinations where no further preparation has been provided by the school (NA)
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school (NA)
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

## Remissions

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

- Income Support
- Income Based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you the parent is **not** entitled to Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level.
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credits
- Universal Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level.
- The Guarantee element of State Pension Credit

## Voluntary Contributions

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

- a) Educational Trips, including transport, insurance and entrance fees
- b) Visitors to school
- c) Resources/Equipment for visitors to school (eg artist's materials)
- d) Any other education activity which takes place unless specifically prohibited

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) 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.

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

Voluntary contributions will be used to:

- Offset the cost of any educational trips, including transport, insurance and entrance fees
- Offset the cost of visitors to school
- Offset the cost of resources/Equipment for visitors to school ( eg artists materials,)
- Offset the cost of any other education activity which takes place unless specifically prohibited

It should be noted that if insufficient contributions are made the school reserves the right to cancel the activity/event/visit.

Date of Policy approval                      18 November 2019

Date of Policy review                        November 2020

Policy approved

A handwritten signature in red ink, appearing to read 'G P Benson', with a horizontal line underneath.

Grahame Benson  
Chair of Finance Committee