



ASHILL COMMUNITY PRIMARY SCHOOL

Charging and
Remissions Policy (Statutory)

SEPTEMBER 2017

Proposed Date of Review: JULY 2018

CHARGING AND REMISSIONS POLICY

Purpose of Policy

This Charging and Remissions Policy complies with statutory requirements, has regard to the LA's Policy Statements on charging and is reviewed on an annual basis by the school's Full Board of Governors.

Aims and Objectives

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge

There will be no charge for the following activities:

- 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 the school's basic curriculum for religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Education provided on any trip that takes place during school hours. However, the Board of Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, the Board of Governors have agreed that Voluntary Contributions may be requested.

Voluntary contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost.

- Educational or other activities provided wholly or mainly outside school hours, which are not part of the National curriculum
- Board and lodgings on residential visits (subject to remission arrangements)
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- After School clubs/activities

Remissions Policy

In order to remove financial barriers from disadvantaged pupils, the Board of Governors has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/guardians in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Benefit
- Universal Credit.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Board of Governors taking into account as to whether additional help is justified.

Additional considerations

The Board of Governors recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
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