

Old Dalby Church of England Primary School



Charging and Remissions Policy

Status	Adopted
Formulated by	Staffing and Finance committee
Approved date	March 2011
Reviewed Date	Spring 2013, June 14, October 2016, September 2017

1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities, wherever resources permit, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

The Governing Body will take into account the finite resources available to the school for remission of payments.

This policy was adopted at the Finance and staffing Committee meeting held on **3rd March 2011**.

2. Definitions

Education	as specified in the DFES - A Guide to the Law for School Governors, 2010
Individual Music Tuition group not exceeding	tuition of an individual pupil, or pupils in a group not exceeding four
Optional extras	as specified in the Education Reform Act 1996
Payment	either a Charge or Contribution
School Hours	as specified in the DFES – A Guide to the Law for School Governors, 2009

3. General Points

The Governing Body may, from time-to-time, amend the categories of activity for which a charge or contribution may be required.

Nothing in this Policy statement, precludes the Governing Body from inviting Parents to make voluntary contributions towards the cost of providing *education* for pupils. Indeed, if such voluntary contributions are not forthcoming then many of the activities (in particular visits) may not be able to take place.

The Governing Body will decide on an amount each year out of its delegated budget for the remission of charges, and the level of remission for each activity.

4. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

4.1 Breakages

A charge may be imposed by the Governing Body on parents for breakages of property, damage or loss of books or equipment.

5. Contributions

The Governing Body reserves the right to seek parental contributions for activities considered *optional extras* organised by the school, listed in sections 5.1 to 5.4

No child will be excluded from an activity if a contribution is not forthcoming. However, if there are insufficient contributions from parents to cover the cost of that activity, then the school reserves the right to cancel such an activity. If an activity is cancelled, then any contributions, excluding non-recoverable deposits already paid to a third party, received for that activity will be reimbursed in full.

5.1 Activities taking place outside school hours

The full cost to each pupil for any activity deemed to be taking place wholly outside *school hours* e.g.:

- School clubs
- Sport
- Residential trip

5.2 Materials etc.

The cost of purchase or hire of materials, equipment and protective clothing supplied by the school.

5.3 Curriculum Enhancement Activities

The cost of providing Curriculum Enhancement Activities e.g.: art and craft, visitors into school, additional specific resources.

6. Remissions

When arranging a chargeable activity, parents will be invited to apply in confidence for consideration of a remission of the *payment*. These are the categories, which this Governing Body will take into consideration when assessing the level of remission that may be allowed:

6.1 A pupil eligible for free school meals

Parents must provide proof of eligibility before remission can be authorised. Authorisation of remission of payment will be made by the Headteacher in consultation with the Chair of Governors.

The Governing Body will apply a minimum of 50% remission to all applicants on an event-by-event basis. If the requests for remission exceed the budget then the % will be reviewed.

6.2 Additional benefits

- *Income support*

- *Income Based Jobseekers Allowance*
- *Support under part vi of the Immigration and Asylum Act 1999*
- *Child tax credit, provided that Working Tax Credit not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105 (Financial Year 2016/17)*
- *The guarantee element of State Pension Credit and*
- *An income related employment and support allowance that was introduced on 27th October 2008*

6.3 Looked After Children

6.4 The Governing Body may be able to offer limited assistance for those experiencing
difficult family issues not covered by the above criteria.

7. Review

This policy will be reviewed annually, and at any other time as may be necessary.