



## Charging and Remissions Policy

### 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 this policy and the Head Teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

### Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).
- Food technology ingredients

### Charges cannot be made for:

- The Governing Body of the School recognise that 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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 resits if the pupil is being prepared for the re-sit 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

If the activity cannot be funded without a voluntary contribution, parents will be asked to contribute.

### **Music Tuition**

Although the law states that education provided during school hours must be free, music lessons are an exception to this rule;

- Charges will be made for instrument and vocal tuition, if parents have requested this.
- Charges may be made if the tuition is not part of the National Curriculum.
- Pupils who are looked after by the local authority will not be charged for these lessons.
- Pupils who are in receipt of the benefits outlined on Page 1, will be subsidised.
- The cost of music lessons is £50 per term.
- Instrument hire is to be done by parents, with school being able to support getting these.

However, Artforms Music School provide our school children with free lessons on Saturdays as part of their letting agreement.

### **Remission**

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;

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190 for 2013-2014 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

### **Voluntary Contributions**

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

- full cost of visit outside school both within and outside of school time
- full cost of visitors/workshops to school both within and outside of school time

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

- that the contribution is genuinely voluntary and a parent is under no obligation to pay

- 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 and if the educational visit is financially viable, is delegated to the Head Teacher. If we do not receive sufficient funds to make the educational experience financially viable, it may be cancelled.

### **School Meals**

The Governing Body will determine and publish annually the price to be charged for school meals and milk. Meals must be paid for in advance. Any debts over 2 weeks will be passed to Leeds City Council.

Community Facilities covered in specific policy.

### **April 2017**

This Policy has been drawn up and written by the School Business Manager. This will be reviewed when updated legislation or guidance is issued by the DfE, Local Authority or other relevant organisation.

This will be reviewed annually by the Governing Body.

Drafted by: Denise Glazer

Date: Annually