



# Charging and Remissions Policy

## Principles

Education is provided free of charge if it takes place wholly or mainly during school hours.

Under the requirements of the Education Reform Act 1988 (as consolidated in the Education Act 1996) a local authority school can only raise the cost of a visit that takes place 50% or more in school time by voluntary contribution. There is no obligation to contribute and children will not be treated differently according to whether or not any contribution has been made. However, a planned visit can only go ahead if the level of financial support is sufficient.

Complete remission of board and lodging charges to pupils whose parents receive Income Support, Income Based Jobseekers Allowance or Child Tax Credit if the activity is deemed to take place during school hours or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89 i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.
- Specifically fulfil statutory duties relating to Religious Education.

## LEA's Charging and Remissions Policy

The school will follow the principles laid down in the LEA policy, i.e. charges may be made for musical tuition, activities outside school time, board and lodging on residential visits (except where statutory remission applies).

### **Voluntary contributions by parents**

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, but such requests must make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil may be excluded from the trip because parents have not contributed.

Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise funds to cover any shortfall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

### **Charging parents for breakages and fines**

Parents may be asked to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost text book, etc., where this is the result of a pupil's behaviour.

### **Educational visits and journeys**

#### During school time

Voluntary contributions may be sought to defray in part the cost of a visit during school time. The Poor Fund may offset part of the cost for all or for those who qualify for statutory remission. No pupil will be excluded because they or their parents decline to make such a contribution. Further guidance will be found in the School Administration Handbook Section B3.

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Historically voluntary contributions have been sought to cover the cost of transport to and from the swimming pool on a weekly basis.

#### Outside school time

See School Administration Handbook Section B3 for the definitions and guidance.

Residential visits follow the same guidance. Staff are issued with individual contracts and insurance for all is provided through the LA contract.

#### **School Meals**

Parents are given the opportunity to purchase a hot lunch for their child(ren). The charge for the meal will be the charge made by the supplier to the school and no additional costs will be added for administration.

*This policy was presented to the governors in Autumn 2 2019 meeting and will be reviewed annually.*

*It was informed by the School Administration Handbook and DfES Circular 2/89.*