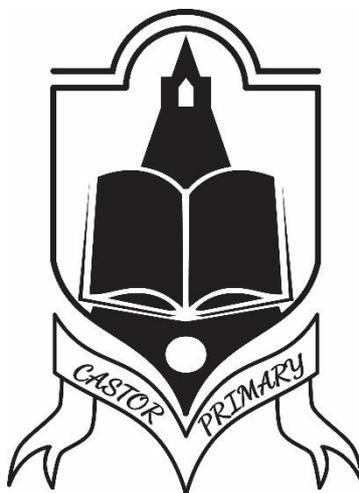


Castor C.E. Primary School

Policy Name: Charging and Remissions Policy

Committee Responsible for Policy: Resources Committee

Policy written by: Finance Manager and Headteacher



Date presented to staff: Sept 2018 (by email/staff briefing)

Date approved by Governors: Sept 2018

Signature: _____

Review Date: September 2021

Where: website, relevant to staff induction, school network – Staff > Policies > Resources

Equality Act Statement:

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Reference should be made to the school's Equality Policy.

Castor Primary School Governing Body

Charging and Remissions Policy for Educational Activities

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils' education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The relevant statutory provisions are contained in Chapter III of pt VI of the Education Act 1996.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions.
- Permitted charges.

They have different limitations as set out below.

Voluntary Contributions

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Additional voluntary contributions above what is asked for by the school are welcomed. Where a voluntary contribution is requested it will be equal to or less than the cost of the activity.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Permitted Charges

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LEA and school's remissions policy).

Music Tuition

The school levies charges in respect of individual music tuition, and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Residential Activities/Activities Outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

A day visit is in school hours if:

50% or more of the total time (including travelling) occurs in school hours.

As mentioned above school hours do not include the normal midday break.

A residential visit is in school hours if:

The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).

A school session equates to a registration session (i.e. 2 per day).

A half-day is a 12 hour period ending at midday or midnight.

Lettings

The school has a separate Letting policy that includes charging.

Remissions Policy.

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Under current regulations children whose parents receive the following support payments are eligible for free school meals:

- Universal Credit with an annual net earned income of no more than £7,400

Income support

- Income based job seekers allowance

- Income related employment and support allowance

- Working Tax credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

- Child Tax Credit – (with no Working Tax Credit) with an annual income of no more than £16,100

- Support under part VI of the Immigration and Asylum Act 1999

- Guarantee element of State Pension Credit

APPENDIX attached - Legislation:

APPENDIX

Legislation:

Statutory Instruments

1999 No. 2255

EDUCATION, ENGLAND

The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

(1) Every governing body of a maintained school and every local education authority shall determine and keep under review a policy with respect to—

(a) the provision of, and .

(b) the classes or descriptions of case in which they propose to make charges for, .any optional extra or board and lodging in respect of which charges are permitted by section 455.F1 . . .

(2) No such body or authority shall make such a charge unless they have both—

(a) determined a policy under subsection (1)(b) (their “charging policy”), and .

(b) determined a policy (their “remissions policy”) setting out any circumstances in which they propose to remit (in whole or in part) any charge which would otherwise be payable to them in accordance with their charging policy. .

(3) A remissions policy determined by the governing body of a school F2. . . shall set out any circumstances in which the governing body propose to meet (in whole or in part) any charge payable to the local education authority, in accordance with the authority’s charging policy, for an optional extra or board and lodging provided for a registered pupil at the school. .

(4) A remissions policy shall provide for complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if— .

(a) the education provided on the trip is education in respect of which, by virtue of section 451, no charge may be made, and .F3

(b) the pupil’s parent is— .

(i) in receipt of income support, .

(ii) in receipt of an income-based jobseeker’s allowance (payable under the Jobseekers Act 1995), or .

(iii) in receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, prescribed for the purposes of this paragraph, in such circumstances as may be so prescribed, in respect of any period wholly or partly comprised in the time spent on the trip.]

(5) A remissions policy shall be kept under review by the governing body or local education authority by whom it was determined.