



## CHARGING AND REMISSION POLICY

### Introduction

The Education Act 1996 states the principle that no charge can be made for the provision of education. The governing body has agreed a charging and remissions policy for certain activities in school.

In accordance with the Education Act 1996, the school will not charge for any books, materials, instruments, equipment or transport for use in connection with education where the education is provided within school hours. The school will not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition in some circumstances. However we may request voluntary contributions to cover the costs of swimming and some other activities or trips.

The school may however charge for any materials, books, instruments or equipment where the child's parents wishes him/her to own them.

### Voluntary Contributions

When organising school trips or visits which aim to enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the costs of the trip. All contributions are voluntary and this will always be clearly communicated to parents.

If insufficient voluntary contributions are raised to fund a trip or visit, then it may be cancelled if it is not financially viable. All children participate fully in these activities, irrespective of whether their parents have made a contribution.

Any charges made in respect of individual children will not exceed the actual cost of providing the activity, divided equally by the number of children participating. There is no element of subsidy in respect of other children participating in the activity whose parents may not have made a full contribution.

The calculation of charges for any activity for which the school requests voluntary contributions is available from the school office upon request.

The following list gives examples of additional activities for which the school may request voluntary contributions, known as "optional extras". The list is not intended to be exhaustive:

- Visits to museums
- Sporting activities requiring transport expenses

- Visits to the theatre
- Musical events
- Outdoor adventure activities

### **Swimming**

The school organises swimming lessons for children from Year 2 onwards. Lessons take place within school time and form part of the National Curriculum. The school asks for contributions towards pool hire and transport costs.

### **Music tuition**

All children study music within the National Curriculum and the school does not charge for this. There may be a charge for individual or group music tuition where it is not part of the National Curriculum. This tuition is currently provided by peripatetic music teachers and is a separate arrangement between those teachers and parents.

### **Residential visits**

Residential visits arranged by the school (for children in Upper Key Stage 2) are considered to take place outside school hours. The school may charge for board and lodging; the charge will not exceed the actual costs.

Parents who are in receipt of the following benefits are exempt from paying charges:

- Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).
- Income support.
- Income-based jobseekers allowance (IBJSA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

Reviewed by: Resources Committee (April 2016)

Approved by: Resources Committee

Next Review: April 2018, Resources Committee