



Rosewood School

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

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 the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the 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;
- tuition for pupils learning to play musical instruments if the tuition 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 re-sit(s) if the pupil is being prepared for the re-sit(s) 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 has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

Remissions

(Where the governing body have determined to charge for board and lodging on a school trip the following paragraph must be included).

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:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £13,480 (FY 04/05).

In respect of (e) above account will be taken of any revision to the amount as advised by the Authority.

School Meals Payment

School meals should be paid daily or in advance either for the week, half term or term. Money should be sent into school in a sealed envelope with the child's name and class clearly written on the envelope.

If a child arrives at school without any lunch then it will be deemed that the parent/carer required a meal to be provided therefore it will be charge at the stand cost.

If money has not been sent into school then a telephone call will be made. If the money owing amounts to more than five dinners a letter will be sent stating the amount owed and request that a packed lunch is provided until arrears are paid in full.

Should arrears amount to more than ten dinners a further letter will be sent to both the parent/carer and the authority which may then result in legal action.

In cases of genuine financial hardship, the school can make arrangements for a staged payment plan however, the parent/carer must remain in close communication with the school.

Free School Meals

It is the parent/carer responsibility to complete the necessary documentation required for free school meals. This prevents parents/carers falling into unnecessary arrears.

Voluntary Contributions

When organising school trips, visits or visitors into school, that enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution to the cost of the trip. All contributions are voluntary and only make up a percentage of the full cost of the visit. The remainder of the costs is made up from School budget. Parents/Carers will be advised of the following statement when a request for a voluntary contribution is made:

The Education Act requires us to point out that the cost as stated is a voluntary contribution and no child will be excluded from the visit if they do not pay. However, if insufficient contributions are made and costs not covered then the visit will be cancelled and monies returned.

If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Date of Policy approval October 2017

Date of Policy review October 2018

Policy approved H Edwards
Chair of Governors