



Charging and Remissions Policy

The Governing Body recognise the importance of extra-curricular activities and of activities which take place within or beyond the school's normal curriculum; the Governors further recognise that many of these activities could not take place without the expectation that they will be funded by parents/guardians.

This policy is based on, and consistent with, statutory requirements and guidance from the Department for Education.

With the exceptions indicated below, no charge will usually be made for books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory education or in preparation for prescribed public examinations or courses taught at the school provided wholly or mainly during school hours.

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education. The School aims, therefore, to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We endeavour to provide parents with sufficient notice for trips to enable them to save and plan accordingly. Our Curriculum Enrichment Co-ordinator issues a 'curriculum enrichment plan' at the start of the academic year and several trips are included for a 'one-off' fee.

The Governing Body therefore reserves the right to make charges in the following circumstances for activities organised by the school:-

- No charge for examination entries, except where a student has failed, for no good reason, to complete the requirements of the examination or to attend for it
- In certain practical subjects parents will be invited to pay for or to supply ingredients /materials on the basis that the finished product will be the property of the pupil
- The cost of group or 1-1 music lessons which are not part of the timetabled curriculum
- contributions are requested if, as a result of student neglect or misbehaviour, equipment or materials are lost or damaged, or the school building or its fittings are damaged.
- voluntary contributions are requested from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding
- contributions are requested for activities wholly or mainly outside school hours which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination
- contributions are requested for all board and lodging costs on residential visits. NB This is with the exception of pupils whose parents are receiving: Universal Credit; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual

income, assessed by the Inland Revenue that does not exceed £16,190 FY 13/14) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

- The school will ensure they inform parents on low incomes and in receipt of the benefits listed above of the support available to them when being asked for contributions towards the cost of school visits.

From time to time the Governing Body may seek to invite voluntary contributions for activities which take place during school hours. In such cases there will of course be no obligation to contribute. Where an activity is dependent upon parental contributions this will be made clear at the outset.

Prepared by Wendy Bradbeer, October 2013

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Approved by Strategy & Finance Committee 24 November 2015

Signed (Headteacher) *Andrew Evans*
ANDREW EVANS

Signed (Chair of Governors) *Kevin Welford* 10th May 2016
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