



## CHARGING AND REMISSIONS POLICY FOR EDUCATIONAL ACTIVITIES

### Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's 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. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus. The school must also comply with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.

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

Nothing in legislation prevents governing bodies from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Headteacher should make this clear to parents at the outset. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important that no child should be excluded from any activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, this must be cancelled and this must be made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

### 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).**

### Materials

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Materials are provided for all children. Occasionally parents may be asked to provide reclaimed materials from home. If the children are taking part in food technology, ingredients will be provided by the school and a voluntary contribution may be requested to cover costs.

### Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### Lettings



The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body – see Appendix 1.

### **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services eg for providing a copy of an OFSTED report.

### **Remissions Policy**

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

- Income support
- Income based job seekers allowance
- Child Tax Credit except if the parent meets ANY of the following criteria -
  - i) entitled to working tax credit (regardless of income)
  - ii) have an annual income in excess of £16,190 (please note that this figure is for April 2010 and that it changes in April each year)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.

**Reviewed: May 2009**

**Reviewed: May 2010**

**Reviewed: March 2011**

**Reviewed: May 2013**



## APPENDIX 1 – SCALE OF CHARGES FOR SCHOOL LETTINGS

### Lettings Charges for School Hall

#### Monday – Friday:

Letting type	Hourly Rate
<b>After 6pm</b>	
Non-profit making organisation	£10
Profit making organisation	£13

#### Saturday & Sunday:

Letting type	Hourly Rate
<b>Before 6 pm</b>	
Non-profit making organisation	£12
Profit making organisation	£15

- Lettings are only available for evenings on week days unless a specific agreement is made.
- There will be an additional charge for Public Liability Insurance if the hirer does not have their own insurance.