



# St Leonard's CE(A) First School Charging and Remissions Policy

**Responsibility of:  
Finance Committee**

**Developed in consultation with:  
The Governing body**

**Adopted by the Governing Body:  
April 2019**

**Signed:** *Mr Stephen Clancy*  
**Date for review:** April 2020

Date of last policy reviewed	Changes made
Feb 2017	Dates were the only changes made.
April 2018	Dates were the only changes made.
April 2019	<p>Dates were changed.</p> <p><i>The policy was updated using guidance from the document. 'Charging for school activities' from the DfE - May 2018</i></p> <p>Additions:</p> <p>Statement about the Governing board not charging for any education or supply of materials .</p> <p>Statement about informing parents on low income of the support available.</p> <p>Update of types of benefits that entitle parents to remission.</p> <p>Updates to what the school can and can't charge for.</p>

## ST. LEONARDS CE (A) FIRST SCHOOL



## CHARGING AND REMISSIONS POLICY

### AIM

In conformity with the requirements of sections 449-462 of the Education Act 1996, it is the policy of the Governing Board:-

- To make a broad programme of activities and trips accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.
- The Governing Board recognises that there is a clear distinction in charging between Curriculum and Non -Curriculum activities.

The school will not charge for:

- ✓ An admission application.
- ✓ 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.
- ✓ Instrumental or vocal tuition unless the tuition is provided at the request of the pupil's parent.
- ✓ Transport provided in connection with an educational visit

Voluntary contributions may be sought for the items listed above if considered necessary to make school funds go further.

The school may charge for:

- ✓ Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- ✓ Optional extras. (Education not part of the curriculum, transport, board and lodging on residential visits and extended day services such as breakfast club and before and after care). Any charge made will not exceed the cost of providing the optional extra activity, divided equally by the number of pupils participating and will take into account the cost of any resources needed, the cost of buildings, teaching and non-teaching staff.
- ✓ Community facilities.

### **CURRICULUM ACTIVITIES**

- ***Residential Visits – Board and Lodgings***

Voluntary contributions may be requested for educational visits and activities which take place mainly within school hours. No child shall be excluded because of an inability to pay, but the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements. Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The school will cover the cost of this. Any insurance costs will be included in charges for trips and activities.

- ***General Lesson Costs***

A charge may be made in respect of practical subjects, for full or partial cost of materials and ingredients, if parents have indicated in advance that they wish to own the finished product.

- ***Music Tuition***

To require parents to make a contribution towards the cost of instrument tuition by teachers of the Music Support Service (if this is applicable, which it is currently isn't).

- ***Freedom of Information***

Information published on our Internet is free, although parents may incur costs from their internet service provider. If parents do not have internet access, they can access our website using a local library or an internet café or ask for printed copies of documents.

Single copies of information are provided for free.

If we have to do a lot of copying or printing, or we incur a large postal charge we will advise parents of the cost before fulfilling their request.

All charges will be fair and reasonable.

- ***Private Copying***

A charge of 12p per colour A4 side & 4p per black and white A4 side, may be made to cover the basic cost of private photocopying.

### ***NON-CURRICULUM ACTIVITIES***

- ***Non-Curriculum visits and activities***

To levy a charge as an optional extra for educational visits which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. This contribution from parents is a voluntary contribution and there is no obligation to pay. No child will be excluded. If a parent is unable or unwilling to pay the child will be given an equal chance to go on the visit. The school however reserves the right to cancel the visit if there are insufficient donations to make it viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.

- ***School Property***

To charge parents for damages to, or loss of, school property caused wilfully or neglectfully by their children.

- ***Private Lettings***

To charge for private lettings using charges agreed and reviewed regularly by governing board. To charge for Directed Use by using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed by the Head teacher.

### ***STATUTORY REMISSION***

The school will ensure that it informs parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

Statutory remission is given to those parents who are in receipt of either of the following:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit
- Working Tax Credit run-on
- Universal Credit

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

***Revised: May 2015***

***Revised: Feb 2017***

***Revised: April 2018***

***Revised: April 2019***