

Charging & Remissions Policy



Approved by the governing body on:-	
Signed (Chair of Governors)	
Review Date	September 2016

Reference Points

- DfES Circular 2/89
- Education Act 1996, Section 457
- The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Charges for Music Tuition (England) Regulations 2007

Contact Point

Head of Lincolnshire Learning Centres 01205 760364
Music Support Service 01522 553501

Principles of a Charging Policy

Education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours. The lunch hour is not considered to fall within school hours.

The Governing Body formulated this policy with reference to the Education Act 1996 and it is reviewed annually at the September meeting of the Resources Committee.

This policy is published in the School Prospectus and on the School website.

Remissions Policy for Residential Visits

Section 457 of the Education Act 1996 states where a parent is in receipt of the prescribed benefits or allowances, their child is entitled to a remission of 50% of the residential visit to cover the board and lodging costs.

The prescribed benefits are;

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guaranteed State Pension Credit.
- As a statutory minimum, they should provide for complete remission of board and lodging charges to pupils whose parents receive the prescribed benefits above if the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89, i.e. no charge for any activity provided to:
 - Fulfil any requirements specified in the syllabus for a prescribed public examination.
 - Specifically fulfil statutory duties relating to the National Curriculum.
 - Specifically fulfil statutory duties relating to Religious Education.

Remissions policies for maintained schools should indicate also any circumstances in which the Governing Body propose to remit or subsidise any charges made by the LA under its charging policy.

Charging and Remission Policy

A charge may be made for;

- Individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition). A charge of upto £8 per group lesson and £11.95 per 20 minute individual lesson.
- School Meals – A charge of £2.30 per day will be made for the purchase of a school meal.
- After School Clubs – A charge will be made in advance for the attendance at these clubs. These clubs are not part of the curriculum, therefore no remission will be granted.
- A charge of 5p per sheet for a black & white copy and 10p per sheet for a colour copy will be made for photocopies of requested documents such as Policies.
- A charge will be made to clubs for the use of room or playing field at the cost of £1 per session.
- ‘Optional extras’ i.e. activities outside school time not related to statutory duties:
 - Charges will be levied unless Governors decide otherwise. The school will fund costs arising from Governors’ decisions on remissions.
- Board and lodging on residential visits:
 - Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources).
 - If the visit is wholly or mainly in school hours, children whose parents are receipt of the benefits listed above, are entitled to the remission of these charges.
 - The cost involved will be met from the school’s resources. Governors will determine and finance school policy and any remissions in addition to those required by law.

Voluntary Contributions by Parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, but such requests will make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil may be excluded from the trip because their parents have not contributed. However, such activities may be cancelled due to;

- Insufficient parental contributions, if the school budget cannot cover the cost.

Charges made to parents will not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

Those parents in receipt of Pupil Premium for their child will be exempt from paying for voluntary contributions for swimming and non-residential school trips. Residential will be charged at a reduced rate of up to 50%. If a Pupil Premium child accesses Lincolnshire Music Service they will received a remission.

Charging Parents for breakages and fines

The school may ask parents to pay a voluntary contribution towards the cost of replacing a broken window or defaced, damaged or lost equipment etc. where this is the result of a pupil's behaviour.

Governing Bodies are advised to include their policy on such matters in their discipline codes so that parents and pupils are aware of the position.

Educational Visits and Journeys

This is a complex area, particularly in respect of charging or otherwise and detailed guidance is included in the Section B8 'Educational Visits' of this handbook.