

WESTFIELD SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

Sections 449-462 of the Education act 1996 set out the law on charging for school activities in schools maintained by Local Authorities in England.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils, the school and as additional optional 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.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours.
- Education provided outside school hours if it is part of the National Curriculum, or part of Religious Education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.
- Transporting registered pupils to or from the school premises where the LA has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

Charging in Kind

The cost of materials, ingredients, equipment (or the provision of them by parents) for subjects such food technology and gardening. The Governing Body may charge for ingredients and materials or require them to provide them if the parents have indicated in advance that they wish to own the finished product (or the child is to consume the finished product in school).

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Charges

The school reserves the right to charge for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for:
 - Travel
 - Materials and equipment

- Non-teaching staff costs
- Entrance fees
- Insurance costs
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.

Remissions

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:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190.
- The guarantee element of State Pension Credit
- An income related employment and support that was introduced on 27 October 2008.

Voluntary Contributions

The school may seek voluntary contribution for any activity, free or not, but there must be no obligation and no pupil may be omitted from a non chargeable activity because parents were unwilling or unable to contribute. A school may point out to its parents that an activity will not take place if they are unwilling to support it.

Nothing in legislation prevents a school Governing Body or LA 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 Governing Body or Headteacher should make this clear to parents at the outset. The Governing Body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this 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. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

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.

Lynne Fish
September 2014

Signed.....
 (Chair of Governors)

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