



## **CHARGING AND REMISSIONS POLICY**

**ADOPTED DATE: October 2016**

### **ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS CHARGES AND REMISSIONS**

#### **A. INTRODUCTION**

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.
2. The Governing Body aims to promote and provide such activities both as a part of broad and balanced curriculum for the pupils of the school and as additional optional activities.

#### **B) CHARGES**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

##### **3. School Journeys in School Hours**

The board and lodging element of the following residential activities deemed to take place within school hours:

The annual journey to Kingswood residential Centre for year 5 and 6 pupils.

##### **4. Activities outside of school hours**

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

Lunch time or after school clubs, performances and activities for pupils for which a charge is made e.g. school play, discos.

##### **5. Instrumental Music Tuition**

The cost to the pupil for providing the following individual instrumental tuition:

None at present.

Resources are delegated to the Governing Body by the Local Authority for instrumental tuition. The Governing Body has the right to make a charge to parents for all or part of the cost providing such tuition. Charges will not exceed the cost to the school of such tuition. Charges will not be made for music tuition in the following circumstances:

- Where a pupil is in receipt of (or registered for) free school meals the nationally agreed criteria for which the family is in receipt of:
  - Income support.
  - Income based Job Seeker's Allowance.
  - Income related Employment and Support Allowance
  - Guarantee element of State Pension Credit
  - Child Tax Credit as long as you do not get Working Tax Credit and your taxable income is less than £16,190 (correct as at 1<sup>st</sup> April 2011)
  - If you are support under Part IV of the Immigration and Asylum Act 1999
  - Working Tax Credit during the four-week period immediately after your employment finished or after you start to work less than 16 hours per week.
- Where a pupil's family is in receipt of 'Incapacity Benefit' or 'Widowed Parent's Allowance'
- Other exceptional circumstances not falling within the criteria listed above.

Current legislation allows pupils to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

#### 6. Materials, Instruments etc.

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:

Recorders, recorder books, art aprons etc.

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

#### 7. General

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

- II. 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.

### **C. Remissions**

8. Where the parents of pupil are in receipt of:
  - Income support; or
  - Income-based Jobseekers Allowance; or
  - Child Tax Credit, with no Working Tax Credit, at an annual income not exceeding the first threshold level £16,190 or
  - Supported by the national Asylum Support Service (NASS)

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation if remission will be made by the Headteacher in consultation with Chairman of Governors and the finance committee.

**REVIEW DATE: OCTOBER 2017**

**CHAIR OF GOVERNORS:** \_\_\_\_\_