



# Cricket Green School

## Charges and Remission Policy



Date reviewed: Spring 2017

Review Date: Spring 2018

## CRICKET GREEN SCHOOL

### CHARGES AND REMISSIONS POLICY



## 1. CHARGING POLICY

### 1.1 Introduction

The Governing Body recognises the valuable contribution of additional activities, and the difference they can make towards the enhancement of children's educational and social development. The Governing Body aims to promote and provide such activities and experiences, both as part of the curriculum and as optional extras.

This charging policy has been compiled in line in accordance with Sections 449-462 of the Education Act (1996) which sets out the law on charging for school activities in schools maintained by local authorities.

The school will inform parents on low incomes and in receipt of benefits listed below, of the support available to them when being asked for contributions towards the cost of school visits:

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

### 1.2 Education

The school cannot 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.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.

- Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school.

The school **can** charge for:

- Any materials, books instruments, or equipment, where the child's parent wishes him or her to own them.
- **Optional extras** - see below.

### 1.3 Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books instruments or equipment. Optional extras are:

- Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Materials, books instruments or equipment provided in connection with the optional extra.
- Non -teaching staff.
- Supply teachers and teaching staff engaged to specifically provide the optional extra.
- Cost or proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

NB - any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

**The governing body believe that participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.**

#### **1.4 Voluntary Contributions and day visits**

The Governing Body should state that there is no obligation on parents to make voluntary contributions. However if the activity cannot be funded without voluntary contributions this will be communicated to parents in writing at the outset. If in the event the contributions are not enough to cover the event/trip the school reserves the right to cancel it.

#### **1.5 Residential Visits**

Schools will charge for board and lodging and charges will not exceed the actual cost. We will inform parents about forthcoming visits and that if parents are in receipt of benefits listed earlier in this policy they will be entitled to assistance.

#### **1.6 Music Tuition**

The Governing Body recognises that although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation -making power which allowed the DCSF to specify circumstances where charging can be made for music tuition.

The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

A school can charge for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Discounts will be offered to children whose parents are in receipt of benefits as listed earlier in this policy.

The school will only charge if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider opportunities).

#### **1.7 Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is to be available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **1.8 Damage/Loss to Property**

A charge may 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.

### **1.9 Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **1.10 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 Governing Body in its Letting Policy.

## **2. REMISSIONS POLICY**

### **2.1 If the parent/guardian of a pupil is in receipt of:**

Income Support, Income-based Jobseekers Allowance

Income-related Employment and Support Allowance

support under Part VI of the Immigration and Asylum Act 1999

the guaranteed element of State Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit,

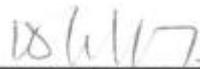
The governing body will remit part charges in respect of board and lodging.

2.2 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

2.3 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.



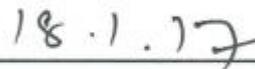
Headteacher



Date



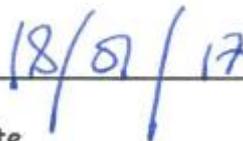
Chair of Governors



Date



Chair of Finance Committee



Date

DD Reviewed - Spring 2017

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