



**TIPTREE ST LUKE'S CHURCH SCHOOL**

## **Charging & Remissions Policy**

**November 2017**

### **INTRODUCTION**

St Luke's Church School recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education.

The school aims to promote and provide such activities, both as part of a broad and balanced curriculum and as additional extra-curricular activities.

### **Background**

This policy covers the charging for activities that take place during, or outside, the school day and is based on guidelines issued by Essex County Council, that were updated in September 2008. The school is not allowed to make any charge that is outside the terms of this policy. It should be read alongside section 11 of the school's Financial Regulations (Lettings Policy) and Appendix H of the school's Financial Regulations (Conditions of Hire of School Playing Fields and Premises).

In general, no charge can be made where education is provided wholly or mainly during school hours, that are part of the National Curriculum. It is therefore not possible to levy a compulsory charge, for example, for transport or admissions costs for swimming lessons or for visits to museums during school hours.

## **Voluntary Contributions**

The Headteacher/Governing Body will normally ask parents/carers for a voluntary contribution towards the cost of any activity which takes place during school hours, which involves additional costs to the school, and occasionally towards the cost of school equipment and school funds generally. The following list, provides some potential occurrences, that might instigate a request of a voluntary payment.

- One day visits out of school hours
- Extended visits predominantly outside of school days
- Cost of board and lodging
- Specific competitions, or events, in addition to the curriculum
- Weekend visits and events
- Out of hours (extra-curricular) activities
- Individual music tuition

The contribution will be genuinely voluntary and the pupils of the parents/carers who are unable, or unwilling, to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity viable, and there is no way to make up the shortfall, the activity may be cancelled.

There is no legal reason why the school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Any activities that are not directly related to the curriculum i.e. Pantomime, will need to be paid in full for a pupil to attend.

## **Residential Trips**

The school will charge for the cost of board and lodging during residential school trips. This cost will not exceed actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents/carers are in receipt of the following support benefits will be entitled to the remission of these charges, in addition to having a free school lunch entitlement:

- 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
- Universal Credit

A similar entitlement applies where the trip takes place outside of school hours, but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and does not form part of the above, the school will make a charge for transport.

### **Instrumental Music Tuition**

A charge will be made for individual instrumental music tuition unless the tuition forms part of the syllabus for a prescribed examination (eg GCSE) that the school is preparing a child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible. In exceptional circumstances the Headteacher may waive the charge.

### **Public Examinations**

No charge is made for entering pupils for public examinations that are set out in regulations, such as SAT's. Neither will charges be made for any cost associated with preparing a pupil for an examination. However, charges may be made for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set in regulations.

### **Charges for “Finished Products”**

The school may make a charge to cover the cost of materials/ingredients for subjects such as design or food technology.

### **Optional Extras**

The following kinds of activity may be charged for where the activity takes place outside school hours:

- pupils' travel costs
- board and lodging
- materials, books and other equipment
- non-teaching staff costs
- entrance to museums, theatres, etc.
- insurance costs
- the cost of engaging a teacher who is not already employed by the Authority on a contract for service, as distinct from a contract of employment, specifically for the activity.

The aforementioned list, is not an exhaustive, nor definitive list of activity, but rather an indicative one.

### **Clothing**

Although no charge will be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents/carers will therefore be asked to provide their children with such things as school uniform, PE kit and protective aprons.

**Damage or Loss**

The school reserves the right to charge parents for damage to, or loss of, school property, caused by their children.

The level of charge in such circumstances may be varied to represent either partial or full recompense.

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.

**Information on Charging and Remissions Policy**

Parents/carers are entitled to information about the school's Charging and Remissions policy and the Governing Body will ensure that this is available on request during school hours. This policy will also be published on the School web site.

Approved by Finance, Premises & Personnel Committee: (Chair)

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Ratified by Governing Body: (Chair) .....

**REVIEW DATE: Autumn 2019**