



## Policy

# Charging & Remissions

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This policy has been written with regard to the guidance 'Working together to safeguard children', 'Keeping children safe in education' and the 'Special Education Needs Code of Practice', which places Special Education Needs and Disabilities together and abbreviated to SEND. A copy can be seen in the Headteacher's Office.

The overall objective of the school's Equality Policy, in line with the Equality Act 2010, is to provide a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

<b>Title</b>	Charging and Remissions
<b>Date of Issue</b>	January 2018
<b>Review Date</b>	January 2020
<b>Prepared by</b>	Headteacher
<b>To be reviewed by</b>	Headteacher and Governors
<b>Appendices</b>	None
<b>Supply / distribution</b>	Available as a read-only document on the Fynamore school website and one hardcopy in the school office.
<b>Other relevant approved documents</b>	None
<b>Authorised by</b>	Headteacher and Governors

## Introduction

The regulations state that:

- The education in maintained schools should be free.
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education but that LA's and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That LA's and schools have the right to invite voluntary contributions to provide funds where none exist to support any activities organised by the school, whether during or outside school hours.

Headteachers or Governing Bodies may ask parents for a voluntary contribution toward the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

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

Prior to activities being booked, a preliminary letter will be sent to parents to ascertain the level of financial commitment for each individual proposed activity/trip.

## Residential Trips

Fynamore School will charge parents for activities and travel associated with residential trips. The charge to a parent is calculated by dividing the total cost incurred by the number of children participating.

Fynamore School will also charge parents for the full cost of board and lodging for residential trips, **except for** parents who are eligible for Benefit-Related Free School Meals (FSM) **at the time the trip takes place.**

Children are eligible for FSM if their parents are in receipt of any of the following benefits:

- 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 they are 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 they stop qualifying for Working Tax Credit
- Universal Credit

These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside school hours, but if it forms part of the syllabus for a prescribed public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for Religious education.

Where families have twins, or families have 2 or more siblings who are attending residential trips in the same academic year, the school will offer the opportunity for parents to pay for the residential trips over a prolonged period of time. This must be agreed in advance by the Headteacher, who will set an appropriate timescale for repayment, dependent on individual circumstances.

### **Trips/Workshops Held During School Hours**

The school will request voluntary contributions from parents towards activities organised by the school during school hours. The contribution from a parent is calculated by dividing the total cost incurred by the number of children participating. If insufficient voluntary contributions are forthcoming for an activity, then that activity may be cancelled.

### **Instrumental Music Lessons**

Charges are made for instrumental music tuition in school, unless the tuition forms part of the National Curriculum or the syllabus for religious education, in which case a charge is not made. The charges are set by the self-employed music teachers who come into school to provide the lessons.

### **Swimming Lessons Held During School Hours**

The school will request voluntary contributions from parents towards swimming lessons organised by the school during school hours. The costs include the transport to the pool, the hire of the pool, two swimming instructors and one Lifeguard. The contribution from a parent is calculated by dividing the total cost incurred by the number of children participating.

### **Public Examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupils were not prepared for it at the school
- The examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

## **Ingredients and Materials**

The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product. The cost to a parent is calculated on the actual cost of the ingredients or materials.

## **Optional Trips**

Optional trips, wholly or mainly outside of school hours, will be charged at full cost. These visits will not proceed where the full costs are not met by all those who wish to partake in the activity. The charge to a parent is calculated by dividing the total cost incurred by the number of children participating.

## **Paper Copies of Policies and Information on the Website**

The School will provide a paper copy of School Policies or any information on the School website free of charge, on request from a parent.

## **With these statements in mind it is the policy of this school:**

- To request voluntary contributions from parents towards activities organised by the school during school hours
- To ask the Friends of the School to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution
- If insufficient funds voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips, wholly or mainly outside of school hours, will be charged at full cost, and will not proceed where the full costs are not met by all those who wish to partake in the activity.
- Board and lodging costs on residential trips will be charged at full cost except to those parents eligible for Benefit-Related Free School Meals (FSM) at the time the trip takes place. These families will be expected to pay the travel costs.
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.
- This school may make charges for breakages and damage to property
- This school will support parent's requests in helping them gain subsidised tuition by providing letters of support for such things as able, gifted & talented courses from charitable or external organisations.
- The School will provide a paper copy of School Policies or any information on the School website free of charge, on request from a parent.

## **Monitoring**

The Governing Body's Leadership and Management Committee will monitor and review this policy every 2 years as part of its terms of reference.