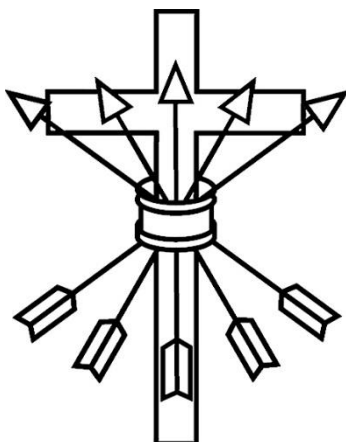


WADDES DON CHURCH OF ENGLAND SCHOOL



CHARGING AND REMISSIONS POLICY

STATUS OF POLICY:	Statutory Policy
BASED ON LA PROCEDURE DATED:	-
COMMITTEE RESPONSIBLE:	Finance and Property
GOVERNING BODY APPROVAL:	February, 2018
REVIEW DATE:	February 2021

CHARGING AND REMISSIONS POLICY

INTRODUCTION

This policy has been formulated in accordance DFES guidance on Charging for School Activities and with the requirements of the Education Act 1996 (Section 449-462).

AIM

The aim of the 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 sought from parents.

RESPONSIBILITIES

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for ensuring implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

PROHIBITION OF CHARGES

The Governing Body recognises that the legislation prohibits charges for the following:

1. Admission applications;
2. Education provided during school hours (including the supply of any necessary materials, books, instruments or other equipment required as an **essential** or integral part of the National Curriculum programme of study);
3. Education provided outside school hours if it is 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, or part of the School's basic curriculum for religious education;
4. Instrumental tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
6. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (**otherwise a charge will be made**)

PUBLICATION OF INFORMATION

A brief summary of this policy will be included in the School Prospectus and the Parent Handbook. A full copy will be available on the school's website and a hard copy may be requested from the school.

CHARGES

The school will make charges in accordance with the following table:

ACTIVITY OR ITEM(S) WHICH WILL (OR MAY) BE CHARGED FOR	NOTES
Charges will be made for the board and lodging component of residential	The charge will not exceed the actual cost. Remissions for families will be as set out in the following section on remissions.
<p>The proportionate costs for an individual charge of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:</p> <ul style="list-style-type: none"> ▪ Materials and equipment ▪ Non-teaching staff costs ▪ Entrance fees ▪ Insurance costs <p>In addition the school will seek voluntary contributions towards the cost of travel.</p>	<p>The charge will not exceed the actual cost Remissions for families will be as set out in the following section on remissions.</p> <p>Voluntary contributions will be sought. If insufficient voluntary contributions are received the school reserves the right to cancel the activity</p>
Re-sits for public exams where no further preparation has been provided by the school	Such charge will include the exam entry fee and an additional amount to contribute to the actual additional administrative costs incurred by the school in connection with the re-sit
Breakages and replacements as a result of damages caused wilfully or negligently by pupils	
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them, where a student wants the freedom to be able to retain or use the book to annotate it or where the item is not considered to be an essential or integral part of the National Curriculum programme of study.	Items made in Technology, a charge to cover the cost of the materials.
Any other education, transport or examination fee unless charges are specifically prohibited	Remissions for families in some of these circumstances will be as set out in the following section

VOLUNTARY CONTRIBUTIONS

Where an activity is planned during the school day for which contributions from parents or others would be required, voluntary contributions will be sought. No child will be excluded from such an activity because their parents cannot or will not contribute. The school does however reserve the right to cancel the activity if insufficient voluntary contributions are received. Responsibility for determining the level of contribution is delegated to the Headteacher.

REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will, subject to the prudent application of public funding and the schools budgetary constraints, be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

If remission or help may be available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission will be as follows:

Parents in receipt of

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- The guaranteed element of the State Pension Credit
- Income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Universal Credit
- Child Tax Credit, where the parent is not entitled to Working tax credit and whose annual income as assessed by the Inland Revenue does not exceed £16,190 (April 2017). This figure may be revised in subsequent years.

ADDITIONAL CONSIDERATIONS

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where a family qualifies for support under category of Pupil Premium, the school will consider the case for no charge, or a reduced charge by applying the following guidelines:
 - a. assessing the nature of visit in relation to equal access to the curriculum
(subject visits arranged during the school day could reasonably be considered essential to the curriculum)
 - b. whether the child has attended, and the family paid for, non-essential visits in the past 24 months
 - c. the amount to date that the school has paid in support of the child's wider educational experiences, balanced against in-school additional support
- Where possible we shall publish a list of visits (and their approximate cost) annually in the parent handbook so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a visit arises at short notice it may be possible to arrange to pay by instalments beyond the date of the visit.
- Whether the parent has an outstanding or unpaid debt to the school