

## Charges and Remissions Policy

Next Review Date:	January 2027
Governing Board Committee Purview:	Resources
Frequency of Review:	Biennially

### Vision:

Exceptional Education for Exceptional Lives.

### Values:

- Kindness



- Integrity



- Ambition



- Collective  
Responsibility



## INTRODUCTION

This policy sets out the Charging and Remission policy of the East Specialist Inclusive Learning Centre and provides information to parents/carers on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

## AIMS

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

## OBJECTIVES

The objectives of the charging policy are to:

- Ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- Identify those activities for which charges may be levied
- Determine which charges will be remitted for parents experiencing hardship
- Invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- Ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- Ensure that the operation of the policy is systematically reviewed and the findings acted upon.

## RESPONSIBILITIES

The Governing Body of the school are responsible for determining the content of this policy and the Executive Principal for implementation. Any determination with respect to individual parents will be considered jointly by the Executive Principal and Governing Body.

Charges cannot be made for:

The Governing Body of the School recognise that legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

- 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, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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 religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

#### Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras<sup>\*1</sup>) to meet the costs for;
  - a. Travel
  - b. Materials and equipment
  - c. Non-teaching staff costs
  - d. Entrance fees to museums, castles, theatres, etc
  - e. Insurance costs
- Vocal and musical instrument tuition for individuals, or groups of up to 4 pupils.
- The cost of ingredients or materials in practical subjects if the parents indicate at the beginning of each school year that they wish to keep the finished product
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam
- Any other education, transport or examinations where no further preparation has been provided by the school

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<sup>1</sup> Education outside school hours other than education which is an essential part of the curriculum is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

## RESIDENTIAL VISITS FOR CURRICULUM ACTIVITIES

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, no charge is made for the education element. A charge will, however, be made to cover the cost of board and lodging. Activities which take place out of normal school hours, cost of hiring trained staff for specialist activities will be charged in addition to board and lodgings. Staff costs and vehicle costs will be met by school.

### Swimming

The school organises swimming lessons for children. These take place in school time and, although they exceed the National Curriculum requirement, the school does not levy a charge to parents.

### Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit where the parent is not entitled to Working Tax Credit
- Guarantee element of State Pension Credit

## VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from all parents for school activities in or out of school time where such activities can only be provided if there is sufficient voluntary funding.

Parents will be invited to make a voluntary contribution for the following;

- Parents may be invited to make voluntary contributions to cover the cost of activities which are deemed educationally desirable. This may include activities such as:

- Visiting performers who levy a direct charge on the school (theatre/dance/music groups)
- School educational visits (the proportionate costs for an individual child to meet the costs of travel, materials and equipment, entrance fees, insurance costs).
- Board and Lodgings costs during residential visits where parents are in receipt of relevant support payments (see *Remissions* above)
- Costs incurred during Travel Independence Sessions (e.g. cost of travel by public transport, use of café etc.)
- Costs incurred through participation in courses provided by external providers (e.g. cost of lunches at Colleges of F.E.)
- Costs incurred through participation in a Work Experience Placement (e.g. additional cost of lunch, travel arrangements, specialist clothing, etc.)

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents that:

- the contribution is genuinely voluntary and a parent is under no obligation to pay
- registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- school may be unable to provide the activity or event if there is insufficient funding

The responsibility for determining the level of voluntary contribution is delegated to the Executive Principal.

## DAMAGES OR BREAKAGES

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc. will render the parent/carer liable for the cost of repair or replacement. In cases of accidental damage to personal property within school application to be made to the Executive Principal to cover full payment at his discretion or refer to the Chair of Governors if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfES and the County Council regulations currently in use.

## SCHOOL MEALS

The Governing Body will determine and publish annually the price to be charged for school meals.