



THE DEANES SCHOOL

CHARGING & REMISSIONS POLICY

Effective From: September 2015

Authorised by:

Headteacher

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Chair of the Finance Committee:

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Date: 3rd December 2015

CHARGING AND REMISSIONS POLICY

The Governing Body of The Deanes School must have a policy on charging for activities that take place during or outside of the school day. Without such a policy, no charge can be made.

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 transport or admission costs for swimming lessons or for visits to museums during school hours.

AIMS:

- To make a broad programme of trips and activities accessible to as many students as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

PRACTICE:

Voluntary contributions

Voluntary contributions will be invited towards the cost of:

- any activity which takes place during and outside school hours
- school equipment
- school funds generally

The contribution is voluntary and the pupils of the parents who are unable or unwilling to contribute will 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 the activity will be cancelled.

Residential trips

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

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

- Universal Credit in prescribed circumstances*
- Income Support
- Income Based Job Seekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £13,910
- Guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

* The government is to detail what circumstances once the Universal Credit is fully rolled out

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 National Curriculum, the school can make a charge.

Instrumental Music tuition

A charge will be made for instrumental music tuition unless:

- the tuition forms part of the syllabus for a prescribed examination, (e.g. GCSE), that the school is preparing the child to sit,
- is part of the National Curriculum or the syllabus for religious education,
- is part of any other authorised school event.

In the above cases a charge is not permissible.

Public Examinations

No charge will 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 pupil was not prepared 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 will not be made for any cost associated with preparing a pupil for an examination. However, a charge 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 costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product. In some cases a fixed charge is made annually to cover the cost of ingredients/materials that will be provided during the school year.

Optional extras

A charge will be made for the following activity where it takes place outside school hours:

- Pupil’s travel costs.
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc.
- Insurance costs
- The cost of engaging a teacher, who is already employed by the school, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Clothing

Although no charge can 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 can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Damage to school property

The school will seek payment from parents/ carers for damage to or loss of school property caused wilfully or negligently by their child. The charges will be based on current average market rates.

Payments

In cases where charges are to be levied parents must be advised in advance, and all monies collected prior to the activity. Requests for help in line with the guidelines outlined above will be considered and assistance provided within the limits of the school budget. Complete confidentiality will be maintained in these instances at all times.

Information on charging and remissions policy

A copy of the Charging and Remissions policy is available at all times from the school office, or on the school website. This policy will be reviewed annually by the governing body.