



# Charging and Remissions Policy



## **Coit Charging Policy**

**The policy complies with the requirements of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England.**

The Head and the Governing Body places a great deal of emphasis on the importance of providing a wide range of learning experiences for all our children in order to provide breadth and balance in our curriculum.

Many of these varied learning experiences have an associated cost and cannot be provided unless voluntary contributions are received or parents/carers are charged for the cost.

### **Voluntary Contributions**

A school governing body can ask for voluntary contributions for the benefit of the school or any school activities. When sending out a request to parents and carers for a voluntary contribution the schools will:

- Make it clear to parents that the contribution is voluntary.
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support then the Governors and Executive Headteacher will make the decision to cancel the activity and reimburse any parents who have contributed.
- Ensure that children are not treated differently if the parents are unable or unwilling to pay. All children must be given an equal chance to take part.
- If there are limited places then the school's policy for allocating places must be made clear at the start.

### **Parents and Carers who are unwilling to make voluntary contributions**

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

### **Cancellation of Visits/Activities**

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. **However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school may have no other option but to cancel the activity/visit.**

Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then the activity will be cancelled.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

## Exemptions from Charges

Parents who can prove they are in receipt of the following benefits will be asked to make a nominal contribution towards the cost of visits

- Universal credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

## Costing of Activities

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In the letter to parents concerning the visit or activity the costs for the components of the visit (travel, insurance, entry fees including adults attending, meals etc.) must be made clear.

**Activities for which the Governing Body reserves the right to make a charge for the activities and items detailed below:**

<b>Educational visits</b>	*which are not part of the school curriculum or are outside the school day
<b>Breakfast Club and after school club</b>	Breakfast Club and after school club charges are required by all parents
<b>Music tuition</b>	If it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils
	<b>Individual Music Tuition</b> Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided

<b>Damage to school property</b>	Parents will be charged for damage caused as a result of pupil's poor behaviour This may include the cost of replacing any item, such as a broken window or defaced, damaged books, other equipment, furniture
<b>Lost School Equipment</b>	Parents will be expected to replace or pay for the cost of lost items of school property
<b>Visits to school by professionals</b>	*e.g. Authors, storytellers, musicians, dancers, artists poets, sports coaches
<b>Ingredients or Materials for Practical Subjects</b>	*The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product. Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology
<b>Residential Activity</b>	The cost of board and lodgings, the charge will not exceed the actual cost of the meals and those in receipt of free school meals will be exempt from part of this cost.
<b>After School Optional Activities</b>	*Range of classes which changes termly
<b>Photocopying</b>	Parents requesting school documents to be photocopied will be charged for the staff time and number of copies made

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

### **Costs maybe supported for pupils in receipt of Free school Meals**

#### **Charging for Optional Activities**

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

## **Undertaking**

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

Voluntary contributions can be made via the [online sQuid account](#) system which also allows for incremental payments if preferred.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

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