

Charging and Remissions Policy



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Chair of Governors	Mrs Anna Catlin
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Introduction

Our aim is to:

- Clearly set out the types of activity that can and cannot be charged for.
- Have robust, clear processes in place for charging and remissions.
- To inform parents/carers on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

This policy is based on advice from the Department for Education (DfE, 2018) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Roles and Accountabilities

1) Where charges cannot be made:

- Admission applications into School.
- Education provided during school hours or related to the school curriculum (e.g. including the supply of any materials, books, or other classroom equipment).
- Education provided outside school hours if it is part of:
 - The national or school curriculum.
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the academy.
 - Religious education
- Music tuition, for pupils learning individually or in groups, unless the tuition is additional to music lessons and provided at the request of the pupil's parent/carer.
- Music lessons (individual or small group) - for a pupil who is looked after by the LA.
- Transport – during school hours and related to the school curriculum.

2) Where charges can be made:

- Before and after-school clubs and activities (extended day services)
- Music and vocal tuition (as above)
- Use of community facilities
- Residential (board and lodging) and day trips which are not part of the national curriculum. The amount charged will be equal to the total cost of the trip/residential divided by the total number of pupils. This may or may not include transport costs (optional extra agreed with parents)

*The School reserves the right to refuse to take any pupil on any external trip if they

are in any way concerned about the student's behaviour and the risk assessment cannot mitigate this. The Headteacher's decision on this is final and any charges made will be refunded to parents/carers.

Damaged or Lost Items

Cecil Gowing Infant are able to charge parents/carers for the cost of replacing items broken, damaged or lost due to their child's behaviour.

Voluntary Contributions

As an exception to the requirements, our academies can ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible, for example a field trip.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled and communicated with parents.

3) Remissions

The School will set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income based Jobseekers Allowance
- 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) did not exceed the current HMRC rules;
- The guaranteed element of Pension Credit
- An income related employment and support allowance