

<b>Charging and Remissions Policy</b>	
Responsibility	Governing Body
Approved	September 2015
Last Reviewed	February 2018
Review Date	February 2019

### **Introduction**

This policy is written to comply with Sections 449-462 of the Education Act 1996, which sets out the law on charging for school activities in schools maintained by local authorities in England.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards students' education.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum, for the students of the school, and as additional optional activities. However, due to the limited funds in the delegated budget, the Governing Body reserves the right to request voluntary contributions from parents and carers.

The Education Act 1996 requires the Governing Body to:

*"... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ..."*

### **Aims**

This policy sets out Ludlow CE School's attitude to charging, describes each type of activity that will be charged for, and explains when charges will be made.

### **Principles**

Day to day educational provision is free. This includes resources and equipment used within lessons in the delivery of the National Curriculum.

The school may invite parents/carers from time to time to make a voluntary contribution towards any part of the school's work, and to allow the provision of additional activities which might not otherwise be possible. Parents will be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming. No student will be left out of any compulsory curriculum activity provided in school time because his/her parents cannot or will not make a voluntary contribution.

The Governing Body have noted that the Education Act 1996 allows charges to be made in the following areas:

- optional extra activities not related to the National Curriculum, or to prescribed public examinations, or to fulfil duties relating to religious education, taking place out of school time
- individual instrumental tuition not related to the National Curriculum or to prescribed public examinations
- materials used in 'craft subjects', subject to the parents having agreed in advance they wish to own the finished product
- board and lodging charges at any time (in school time, or otherwise) subject to full remission to those parents in receipt of:
  - Income Support
  - Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of State Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit
- for residential visits taking place or deemed to take place in 'school time'
- examination entry fees for public examinations, not prescribed in regulations
- examination entry fees for public examinations, where the student has not been prepared by the school
- resits or public examinations, where no further preparation has been provided by the school

The Education Act 1996 does not debar voluntary contributions being made by parents.

The Governing Body wish to try and ensure that the variety of visits and activities established at the school continue, but emphasise that this can only happen with full support, and that activities will either be substantially reduced, or cease altogether, if parents are not prepared to contribute voluntarily.

The Governing Body note that parents are not debarred from making voluntary contributions towards the costs of board and lodgings, if they so wish, in any situation. Including those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part IV of the Immigrant and Asylum Act 1999, or Child Tax Credit, providing the annual family income does not exceed £16,105.

The Governing Body notes that the Education Act 1996 prescribes:

- that no charges may be levied for school activities taking place or deemed to take place in school time, if they are essential to the curriculum
- that voluntary contributions must be genuinely voluntary
- that there is no obligation on parents to contribute

- that students will not be treated differently according to whether or not their parents have made any contributions

The Governing Body recognises that, in general, participation in all trips and visits is voluntary and notwithstanding the charging requirement, parents have the right, for whatever other reasons, to choose that their child does not participate.

Should participation in any trip be essential for the fulfilling of the school's duties relating to the National Curriculum, public examinations or the provision of religious education, parents will be informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the school, less any voluntary contribution parents may be prepared to make.

The Charging and Remissions Policy for Ludlow CE School will, for the time being, remain as follows:

- i. The Governors reserve the right to make charges, where the law allows, and as set out with the Principles listed on page 1.
- ii. Individual instrumental tuition can be accommodated at the wishes of parents, on the understanding that parents meet the full costs involved.
- iii. From time to time, it may be possible for the costs of trips and activities to be subsidised, either wholly, or in part, from private school funds. Parents will be informed when these occasions arise.
- iv. Should the Governing Body choose to hold "in school time" residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are entitled and who make a claim.

This policy statement will be reviewed on an annual basis by the Governing Body's Strategy & Resources Committee and will be adjusted in line with any subsequent guidelines from the Department for Education



Approved and Signed .....  
On behalf of the Strategy and Resources Committee

Review: February 2019