



**Every Child Matters Academy Trust
Wellgate Primary School
Charging and Remissions Policy**

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

Responsibilities

The Board of Trustees is responsible for determining the content of the policy and the LGB / Head teacher for implementation. Any determinations with respect to individual parents/carers will be considered jointly by the Head teacher and LGB.

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **Voluntary contribution:** a specified amount requested for certain activities but that can be paid at the discretion of the parent.

Prohibition of Charges

The Board of Trustees recognise that the legislation prohibits charges for the following:

- Admitting pupils to school
- 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-sit(s) if the pupil is being prepared for the re-sit(s) 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 has been prepared for that examination at the school;
- Transport provided in connection with an educational trip
- Swimming lessons

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents/carers.

Charges

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) Individual tuition in the playing of a musical instrument
- (c) Any other education, transport or examination fee unless charges are specifically prohibited
- (d) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) Extra-curricular activities and school clubs provided by third parties

The proportion of the costs to be charged to parents/carers will be considered on the merits of each individual activity / event.

Remissions

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

- a) Income Support;
- b) Income Based Jobseeker's Allowance;

- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;
- e) The guaranteed element of State Pension Credit
- f) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- g) Universal Credit

Voluntary Contributions

Parents/Carers will be invited to make a voluntary contribution for the following:

- a) School visits/activities and journeys
- b) Swimming session transport

The terms of any request made to parents/carers will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to subsidise the cost incurred by the school for the activity / event. When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.

Outcome

The funding of activities will be a clear and open process understood by all. We intend that our charges and remissions policy will meet the legal requirement set out by the Department for Education under sections 449-462 of the Education Act 1996. It will also be in line with that of the Every Child Matters Trust.