

# Kingswode Hoe School



## Charging and Remissions Policy

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2020 - 2021

This charging policy has been written in line with DfE requirements - *DfE charging for school activities: advice for governing bodies, school leaders, school staff and local authorities*. October 2014

### **Basic Principles**

Local Academy Committees and local authorities cannot charge for:

- Admission
- 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
- Exam fee entry if the pupil is being prepared for it at the school
- Exam re-sit fees if the pupil is being prepared for the re-sits at the school

Local Academy Committees and local authorities can charge for:

- Any materials, books, instruments or equipment where the pupil's parent or carer wishes him or her to own them;
- Music and vocal tuition provided at the request of the pupil's parent or carer
- Optional extras such as day or residential trips which are not part of the National Curriculum
- Extended day services offered to pupils such as breakfast club
- Exam entry fees if the pupil has not been prepared for at the school
- Transport (except that required to take pupil to and from school, organised by the local authority)

### **Voluntary Contributions**

There is an exception to the rule about not charging for activities in school hours. Parents or carers will be asked for a **voluntary contribution** to extend the value of school funds. School trips, visits and practical activities enhance pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

The contribution will be genuinely voluntary and 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 must be cancelled.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school trips
- Enrichment activities e.g. an external drama group
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### **Activities for which the school will apply a charge**

#### **Residential Trips**

A charge will be made for board and lodging, transportation costs and activities during residential trips. The cost will not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly in school time, pupils whose parents can prove that they are receipt of the following will be exempt from the board and lodging element of the cost:

- Income Support
- Income Based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below (£16,105 - amount reviewed annually by government)
- Pension Guarantee Credit
- Employment & Support Allowance, income related
- Support under part VI of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Parents who believe that they qualify for this remission must apply to the headteacher. Complete confidence will be observed in all such matters.

In certain circumstances, this payment may be taken from the pupil's PPG (Pupil Premium Grant).

### **Breakfast Club**

The school will charge parents for these services, except for those pupils in receipt of Pupil Premium. The scale of charges will be approved by the Local Academy Committee members annually. (See school Breakfast Club policy)

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Local Academy Committee (see Lettings Policy)

### **Charges for finished products**

Charges are made to cover the costs of materials or ingredients in technology. Where such charges are paid, the finished product becomes the property of the child or parents. Where charges are not paid, the finished article is the property of the school.

### **Extra Curricular Activities run by External Providers**

External providers will set and collect their own charges.

### **Damages or Breakages**

Parents/carers will be charged for replacement of or repair to items damaged by their child through non-accidental or malicious means.

In cases of accidental damage to permitted personal property within school; an application should be made to the headteacher to request payment to cover the loss. The decision on the level of payment is at the discretion of the headteacher but if the claim is considered to be excessive a referral to the Chair of the Local Academy Committee will be made.

The school is not liable for damage or loss of personal property brought to school without permission

If there is a dispute arising over interpretation of the claim or loss, the Local Academy Committee members will be guided by the DfE and the County Council regulations currently in use.

Policy agreed by LAC:

This policy is available to all parent and carers on request or on the school website.