



CLIFTON COMMUNITY SCHOOL

Charging and Remissions

**Revised September 2016
Review date September 2018**

Charging and Remissions Policy

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

School Day

The school day is defined as: 08:45 - 11:40 and 12:10 - 15:10.

References

The policy has been informed by:

- A Guide to the Law for School Governors (May 2012)
- Employment & Support Allowance (ESA) Legislative Changes 2012 for claimants in Great Britain (May 2012).

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of the governors, Headteacher and other staff

The headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the pupil was not prepared for it at this school.
- The examination is not on the set list but we arrange for the pupils to take it.
- A pupil fails without good reason to complete the requirements of any examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example: school trips, ingredients used in cookery, materials used in technology, individual music tuition. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional activities outside of the school day

We may charge for optional extra activities provided outside of the school day, for example: theatre trips, residential visits, visits to sports events. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

Charges will be made for board and lodging, except for pupils whose parents are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance, support under Part 6 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 HM Revenue and Customs) does not exceed £16,190 (Financial Year 2012/13)
- the guaranteed element of State Pension Credit
- an income related employment and support allowance (ESA).

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

School mini-bus

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under Section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation. The service should not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through identified funding streams as agreed by governors.

Parents who would qualify for support are those who are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance, support under Part 6 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 HM Revenue and Customs) does not exceed £16,190 (Financial Year 2012/13)
- the guaranteed element of State Pension Credit
- an income related employment and support allowance (ESA).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Governors Finance & Premises Committee will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.