



THE APPLETON SCHOOL

CHARGING AND REMISSIONS POLICY

Adopted by the Governing Body Date

Signature Chair of Governors

June 2019

CHARGING AND REMISSIONS POLICY THE APPLETON SCHOOL

Introduction

Charging for activities connected with schools:

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum. Unless it is part of an enrichment activity/day whereby a charge to cover costs will be made.

Voluntary contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activities which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may 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 it must be cancelled.

There is no legal reason why a school should not invite parents/ carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Charges for “finished products”

Schools can make a charge to cover the costs of materials/ingredients for subjects such as Design or Food Technology where the parents have indicated in advance that they would like their child to bring home the finished product.

Residential trips

Where a trip takes place either during term or school holidays, the School is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Additional Costs:

There may also be additional costs on residential trips. This kind of activity can be charged for where the activity takes place outside school hours. This can include:

- Materials, books and other equipment
- Non-teaching staff costs, if applicable
- Entrance fees to museums, theatres etc.
- Insurance costs

Instrumental Music tuition

A charge may be made for instrumental music tuition for pupils, unless the pupil qualifies for a remission as detailed below.

Public Examinations

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set in regulations.

Clothing

Although no **compulsory** charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the calculated costs incurred, divided by the total number of spaces allocated. There will be no levy on those who can pay to support those who can't or won't.

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

Note: Should a pupil withdraw from a trip; written confirmation is required. A refund is only given if a replacement can be found and cannot be made until full payment has been received by the replacement and the accounts finalized. Parents will also be liable for any outstanding amount the school may incur as a result of the pupil withdrawing from the trip. It may affect the pupil's participation in any future trips if payment is not made to cover any outstanding sum.

Remissions

Pupils whose parents/carers are in receipt of the following support benefits will also be entitled to a remission of these charges:

- Income Based Job Seekers Allowance
- Income Support
- Income related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension credit
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the national current limit.
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Full remission of charges will be made for activities during normal school hours not involving an overnight stay.

Full remission of charges will be made for National Curriculum based activities outside normal school hours not involving an overnight stay.

A reduced remission of charges (max 50%) will apply to National Curriculum based residential activities.

There will be no remission of charges for activities outside school hours that do not form part of the National Curriculum.

The above remissions statements are subject to the school continuing to receive Pupil Premium funding at the present rate or above.

Travel for Work Experience

Full/part reimbursement will be considered to those who have fulfilled the requirements of the Bursary including the following condition:

- Receipts/tickets for travel to and from the placement must be handed in to the Finance Office.