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# **Brinsworth Manor Junior School**

## Charging and Remissions Policy

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### **CHARGING AND REMISSIONS POLICY**

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

#### **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.

#### **Responsibilities**

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head teacher and Governing Body.

#### **Charges cannot be made for:**

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- 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 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.

## 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.

## Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - i. travel
  - ii. materials and equipment
  - iii. non-teaching staff costs
  - iv. entrance fees
  - v. insurance costs
- (c) Vocal and musical instrument tuition
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.
- (i) where the school buys in a service from an outside provider who present an activity for children which takes place during school time. Parents have a choice if they want their child to take part in the activity and are asked to give consent.

## Remission

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

- (a) Income Support
- (b) Income Based Job Seekers Allowance
- (c) Support under Part V1 of the Immigration and Asylum Act 1999
- (d) Child Tax Credit, and a gross annual income that does not exceed £16190 (2014/2015) and you do not receive Working Tax credits
- (e) The guarantee element of State pension Credit
- (f) An income related employment and support.

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:  
(Schools may wish to consider pupil's travel costs, entrance fees to museums, castles etc, insurance costs, educator/artists fees etc and must list these below)

- a) Travel costs for day visits
- b) Entrance costs to museums, castles, theatres etc
- c) Insurance costs associated with school day visits
- d) Educators visiting school, artist fees etc

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents 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:

- Cover costs of travel
- Cover costs of entry to museums, castles, theatres etc
- Cover insurance costs associated with school visits
- Cover costs of educators, artists etc visiting school

Date of Policy approval

9<sup>th</sup> September 2015

Policy approved

Chairperson