



# **THE APPLETON SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

Adopted by the Governing Body ..... Date

Signature Chair of Governors .....

February 2016

# **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. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

### **Voluntary contributions**

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

- any activity 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 wholly or mainly during school hours, 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.

## **Optional extras**

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

- Pupil's travel costs.
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc.
- Insurance costs

## **Instrumental Music tuition**

A charge may be made for instrumental music tuition for pupils, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

## **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 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 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 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.

## **Remissions**

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

- Income Support
- Income Based Job Seekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the national current limit.
- Guarantee element of State Pension 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.

A maximum funding of £300 per academic year per pupil will apply.

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

## **Travel for Alternative Education and Work Experience**

Full reimbursement will be given to those who qualify under the Remissions criteria above and to all the following conditions:

- Travel must be over 3 miles
- The placement must be arranged by the school. Private arrangements will not be reimbursed.
- Receipts/tickets for travel to and from the placement must be handed in to the Finance Office.