

**Charges & Remissions Policy**

# Aim

To describe the policy of the Governors to making charges for various School activities, and when charges will be made. The policy has been informed by the Department for Education guidance, sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by the local authorities in England.

# Definition

The school day is defined as 8.45 am until 3.25 pm (Infants) and 3.30 pm (Juniors) The midday break does not form part of the school day.

# Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Parents will be made aware of the policy through the School Prospectus and website.

# Policy Statement

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 an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is essential part of either the National Curriculum or a public examination syllabus being followed by the pupil (s), school will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

# Optional Activities Outside of the School Day

We will not charge a fee for optional, extra activities provided outside of the school, for example sports clubs, homework, or coding club, if they are run by a member of staff volunteering to run such a club without asking for payment. However, we reserve the right to offer activities run by outside coaches e.g. Amber Valley Sports Partnership or those with specific outlay each week e.g. cooking club, which would require a payment.

# Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside of the school day 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 could be made. When such activities are arranged, parents will be told how the charges will be calculated.

# .Residentials

Charges will be made for board, lodging, travel and activities. Representations made by parents who are eligible for benefits will be considered in order that no child is disadvantaged. Parents will be offered a payment card in order to pay small, regular amounts, so long as payment is received in full before the commencement of the trip. Children in receipt of Pupil Premium Funding may qualify for support with the cost of any residentials.

# 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 number of pupils participating. There will be no levy on those who can pay to support those who can’t or won’t. Support for cases of hardship will come through voluntary contributions and fundraising.

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

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

***Uniform Purchased from School***

Charges will be made in line with the current uniform charging list.

***Breakages and Damage to School Building, Furniture or Property***

Wilful damage may be charged to parents.

# Music Tuition

In cases of hardship, the governors will consider in their absolute discretion the remission of fees (either in full or part) for those pupils who they consider will benefit from such tuition, this may also include children in receipt of Pupil Premium Funding. Further information can be found in the document ‘Accessing Standards Fund Subsidies for Instrumental Tuition in Derbyshire and Derby City Schools,’ available from the School Office.

# Eligible Benefits

* Income Support
* Income-based Jobseeker’s Allowance
* Income related Employment and Support Allowance
* Support under part VI of the Immigration and Asylum Act 1999
* The Guarantee element of the State Pension Credit
* Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £16,190).
* Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

# Charging for Personal/Private Use

Private use of the telephone will be charged at 10p per local call; 8p per minute for national calls or 28p per 3 minute call to a mobile telephone.

Private use of the photocopier will be charged at 10p per sheet for black and white and 20p per colour copy.

Private use of the laminator will be charged at 15p per wallet.