



CHARGING AND REMISSIONS POLICY

Introduction

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.

The policy has been informed by the LA policy and the DCFS guidance (copies available from the school office)

Definition

The school day is defined as: 9:00 am – 3:30pm. 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.

Policy statement

During the school day all activities that are a necessary part of the **Ash Lea** 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 up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the **Ash Lea** Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

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 charge for optional, extra activities provided outside of the school day, for example an evening theatre visit, or residential activities. Such activities are not part of the **Ash Lea** 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 will be made. When such activities are arranged parents will be told how the charges were calculated. Voluntary contributions may be sought for activities which entail additional costs,



Children Looked After

Children Looked After will not be excluded from residentials, visits and trips on the basis of being 'looked after'.

Residential Visits

All pupils will be asked for a voluntary contribution. Those children in receipt of pupil premium will be given the option to have the visit paid from this money. Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals 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.

Minibus

Travel in the school mini-bus is free, as all expenses are covered by the school budget.

Damage / Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower as the Head Teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books, and materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower as the Head Teacher may decide.

Remissions Policy

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or 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 the threshold for 18/19, charges in respect of board and lodging will be remitted in full.

The Head Teacher may in full or part charges in respect of a pupil, if she feels it is reasonable in the circumstances. If the any parent is unable to meet the cost of a visit they may wish to speak confidentially to the Head Teacher or Sadie Fletcher to establish if an alternative funding can be arranged.

The Head Teacher may decide not to levy charges in respect of a particular activity, if she feels it is reasonable in the circumstances.

Date of review: July 2018

Date of review: July 2019