

Lowca Community School



Charging and Remissions Policy

1. Introduction

The charging and remissions policy is a statutory policy and as such has been informed by the LA policy and the DfE guidance. This also compliments the school's curriculum and teaching and learning policies.

2. Purpose

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.

This policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 08:50am to 15:15pm.

3. Responsibilities

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

The Finance Committee of the governing body will monitor the impact of this policy by reviewing all charges levied and all subsidies awarded (without giving names) and the source of the awarded subsidies, on an annual basis. The full governing body will review the policy annually.

4. Charging

The Head teacher will ensure that the following applies:

4.1 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 up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National 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 (museums, historical sites) and visitors in (theatre groups). In these circumstances no pupil will be prevented from participating because his/ her parent(s) cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Fruit is provided free to all Key Stage 1 and Foundation children on a daily basis.

4.2 Optional activities outside of the school day

We may charge in full for optional, extra activities provided outside of the school day, for example an evening theatre visit, however we will endeavour to provide such activities free of charge wherever possible through voluntary contributions and the School fund. Such activities are not directly part of the National Curriculum or religious education nor are they part of an examination syllabus.

4.3 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.

4.4 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 cannot or will not. Support for cases of hardship will come through voluntary contributions, fundraising and School fund.

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

5. Remissions

The charges indicated, within section 4, may be remitted in full or part at the discretion of the Head teacher and the Governors. The Governing Body is aware that all children entitled to Free School Meals (not just those who take them) and those that are in Looked After Care are entitled to remission of charges.

Parents who can prove they are in receipt of the following benefits* will, **in addition to having a free school lunch entitlement**, also be entitled to the remission of charges:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial Year 2013/14);
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008.

* applicable remissions benefits taken from www.gov.uk

This policy will be reviewed by the full governing body on an annual basis.

Last Reviewed & Updated on:- July 2015