

F4 – Charging and Remissions policy

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Introduction

Section 449-462 of the Education Act 1996 sets out the law on charging for school activities in maintained local authority school in England. Academies are required through their funding agreement to comply with the law on charging for school activities.

All education during school hours is free. We do not charge for any activity undertaken as part of our curriculum. It is therefore not possible to levy a compulsory charge for admission costs, visit costs or transport during the school hours.

Aims

To set out:

- What charges will be levied for activities, and that they are clear and fair.
- The circumstances under which voluntary contributions will be requested from parents/carers.
- The remissions that will be implemented.

Voluntary Contributions

Parents/carers may be invited to make a voluntary contribution towards the cost of some additional activities e.g. outings, visits and residential trips.

The terms of any request made to parents/carers will specify the request for a voluntary contribution is not way represents a charge. In addition, the following will be made clear:

- That the contribution is genuinely voluntary and they are under no obligation to pay.
- That pupils will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event. The responsibility for determining the level of voluntary contributions is delegated to the Business Manager at the school.

If a parent/carer wishes their child to take part in an activity but is unwilling or unable to make a contribution, we do allow the child to participate fully in the activity. Sometimes the school pays additional costs in order to support the activity.

Parents/carers have a right to know how each trip is funded and the school will provide this information on request.

Residential trips

If the school organises a residential trip in academy time, or mainly academy time, which is to provide education directly related to our curriculum we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. In addition, if the residential trip falls over a weekend then some of the activities may also be charged for as they are additional to the main curriculum. This cost must not exceed the actual cost of the provision.

If parents/carers are experiencing financial difficulties and in receipt of support payments (see section below) they are invited to write, in confidence, to the Headteacher as they may be entitled to a remission of these charges at the discretion of the Headteacher.

Remission of charges

Children whose parents/carers are in receipt of government support payments may, 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:

- Universal Credit (UC)
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA),
- Support under part VI of the Immigration and Asylum Act 1999,
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income, as assessed by HMRC, does not exceed the limit for the tax year
- The guarantee element of State Pension Credit.

Parents/carers who believe that they qualify for this remission must apply in writing to the Headteacher.