

Claycots School Partnership



Finance Policy (Oct 20) **Appendix 3** **Charging and Remissions**

Owner:	Executive School Business Manager
Date Ratified:	Oct 7 th 2020
Ratified by:	Resources Committee
Date Policy to be reviewed:	Oct 2021

Introduction

The Governing Body acknowledges the right of every child to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards children's education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

Communication of Policy

This policy is communicated via the school's website and staff shared drive.

Charges are not made for:

- Admission to the school
- Education that takes place during officially recognised school hours
- Entrance fees for prescribed examinations
- Activities relating specifically to the school curriculum
- School equipment, materials, facilities etc.
- Activities or visits taking place wholly or mainly during school hours (i.e. at least 50% during school time)
- Education which relates to:
 - Syllabuses for prescribed examinations
 - The implementation of the National Curriculum
 - Religious Education
 - Musical tuition if it forms part of the curriculum or a prescribed syllabus

Charges may be made for

- Optional extra activities which take place wholly or mainly outside school hours eg clubs and which are based on parental choice
- Individual or small group music tuition for which there is a parental agreement and where it does not form part of the National Curriculum or part of the syllabus for a prescribed examination
- Additional nursery sessions where a parent has additional to their 15 hour entitlement.
- 2 Year old provision
- Wilful damage to school property equipment or furniture
- Lost or damaged text books, exercise books or planners
- Ingredients and materials for cookery lessons.
- Board and lodgings on residential visits

Residential Visits

Charges for visits outside school hours (i.e. more than 50% of the time) can include:

- Travel costs
- Board and Lodgings*
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, castles etc.
- Insurance costs

*In certain circumstances children are entitled to a remission of charges for board and lodgings where they qualify for prescribed benefits and allowances (see section on remissions).

Charges for visits during school hours (i.e. more than 50% of the time) can include:

- Board and Lodgings (see note above*)
- But NO charge will be made for education provided.

Contributions

Contributions will be sought from parents for activities taking place during school hours. The school may request contributions for:

- Any visits/activities both inside and outside school time, residential or non-residential
- School equipment
- School funds generally
- There is no restriction placed on the use which can be made of such contributions
- There is no obligation to contribute
- No child may be excluded from the activity for not having paid the contribution
- Where there are not enough contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled

Remissions

Parents of students who are in receipt of the following support payments may, in addition to having free school meals entitlement, also request assistance through the school's Head Teacher fund:

- Income Support or income-based Job Seekers Allowance
- Income related Employment and Support Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not also entitled to Working Tax Credit and their income
- does not exceed the nationally stipulated amount (£16,190 from April 2010)
- Guarantee Element of State Pension Credit

- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

All requests for support will be dealt with sensitively and in confidence and should be made directly to the Head Teacher.

Communication

This policy will be communicated via the school's website and the Shared Drive

This policy is reviewed every year.

Signed:

Position: EXECUTIVE HEADTEACHER

Date: 7.10.2020

Version	Authorised	Approval Date	Effective Date	Review Date
1				