



Charging and Remissions Policy

Policy approved and adopted: May 2018

Review date: May 2021

The Governing Body recognises the valuable contributions that the wide range of additional activities provided, including clubs, educational visits and residential experiences, make towards pupils personal and social education. This policy aims to clarify what is liable for charging and what is left as voluntary contribution and states where remission of charges may be available.

Education during school hours

A charge may be made for extra-curricular instrumental tuition and instrument hire.

Education partly during school hours

Residential - Where a school activity involves pupils being at least one night away from home, a charge for the actual cost of providing board and lodging will be made. In addition, voluntary contributions for transport and activity costs will be sought. See Appendix A for model letter to parents.

If a parent is in receipt of certain specified benefits, they will be exempt from paying the board and lodgings element. The relevant benefits are listed as follows:

- 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, provided 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 27 October 2008.

Non-residential - Voluntary contributions will be sought to support these activities.

Voluntary contributions

Voluntary contributions will be sought from parents for activities such as educational visits. All letters to parents publicising a particular activity will make it clear if voluntary contributions are being sought. Furthermore, they will emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/her parents are unwilling or unable to contribute. However, it will equally be made clear that the activity will not take place if parents are reluctant to support it.

Children covered by the Pupil Premium

The Head Teacher may offer the following subsidies:

- a) Funding for educational day visits

b) Music tuition for one instrument / music based club or attendance at one after school club free of charge-where this is expected to impact upon progress. (e.g. via enhancing achievement through challenge, gross/fine motor skill and social development or the child is already making expected progress).

c) Residential trip costs a discount of up to 50% where this is expected to impact upon progress e.g. via increased enthusiasm for learning, or the pupil is already making expected progress.

The impact of any subsidised provision shall be reviewed by the Head Teacher each term and may be withdrawn if the desired impact upon progress is not being achieved.

Optional activities outside school hours

Charges may be levied for optional activities outside school hours. Charges will not exceed the actual cost of the individual pupil's participation. This cost can include insurance and accounting costs (non-teaching staff costs).

Swimming lessons

No charge will be made for swimming lessons during school hours as this is part of the National Curriculum. Voluntary contributions may be requested to cover transport costs. No pupil will be excluded from swimming lessons due to financial difficulty.

Charges for materials used

A charge may be made where the school has supplied the materials for making an item which the pupil subsequently takes home.

Breakages and damage

Damage and vandalism is unacceptable. Parents and pupils should be aware of the detrimental impact which this behaviour has on the learning environment and costs to the school. Money spent on replacing or repairing school property has to be taken from the budgets allocated for other purposes, thereby reducing the quality of education that can be offered.

Parents will be expected to meet some or all of the costs of breakages or damage to school buildings, furniture or property where this is the result of a pupil's misbehaviour.

If a child wilfully damages property, parents will be informed of their actions and an invoice will be sent to the home address to cover the cost of repair or replacement. Below is an example of the costs which could be incurred:

Damage to window panes:	£90-£200 each
Damage to display boards:	£40-£100
Damage to chairs / tables:	£20-£200

Remissions available

The Headteacher may apply some remission of charges for optional activities for pupils whose parents will find it difficult to meet the costs.

Freedom of Information

The Freedom of Information Act 2000 took full effect on January 1st 2005, establishing a general right of access to information held by all public authorities, including maintained schools. Cove Junior School has discretion to charge applicants a fee in accordance with the Fees Regulations.

There will be a charge if the school is requested to provide any information under the **Data Protection Act 1998**. Charges for photocopying and postage must be met in full before any request for information will be undertaken. If the applicant refuses to pay the fee, the school may refuse to supply the information.

In accordance with DCA and LEA guidelines, staff-time costs will be charged at £25 per hour. If any request exceeds £450 in staff-time costs, the school retains the right to refuse to respond to it; to respond to it free of charge or charge up to and including the full costs of responding. Requests which will cost less than £450 in staff-time costs to answer will be free of charge, with the exception of photocopying and postage.

For personal information that does not include any information contained within educational records, schools can charge up to £10 to provide it.

If a request is made for information containing, in whole or in part, a pupil's 'educational record', the maximum amount charged for dealing with the request depends on the number of pages of information to be supplied. The following table shows the maximum fees:

Number of pages of information supplied	Maximum fee
1-19	£1
20-29	£2
30-39	£3
40-49	£4
50-59	£5
60-59	£6
70-79	£7
80-89	£8
90-99	£9
100-149	£10
150-199	£15
200-249	£20
250-299	£25
300-349	£30
350-399	£35
400-449	£40
450-499	£45
500+	£50

Lettings / hire of school buildings

Our charges for lettings/hire of school facilities are as recommended by HCC and are referred to in the school's Lettings Policy.

APPENDIX A: Suggested wording for a residential trip letter

Insert the following information into a letter advising the parent of a residential school trip:

- Details of the trip, e.g. when, where and for how long;
- Any compulsory charges for board and lodgings and details of who is exempt from paying this charge;
- Details of any voluntary contribution requested;
- Confirm that the trip is reliant on the voluntary contributions being made and the trip is unlikely to proceed if insufficient voluntary contributions are received;
- Confirmation of the how much deposit is required, the date this needs to be paid as well as the terms of that payment e.g. whether the payment is non-refundable. Make it very clear the status of the deposit for example, any initial deposit taken that will be paid directly to the secure the booking, will be non-refundable;
- Explain if there are any other reasons when a child may be removed from the trip and whether any payments are refundable or not.

The letter should accompany the following agreement for parents to sign and return to school:-

I would like my son / daughter to take part in the [school insert details of trip] trip.

I understand the total cost for the trip is £[school insert amount]. This is made up of a charge of £[school insert amount] for board and lodgings and voluntary contribution of £[school insert amount]. The school have made it very clear that whilst I am under no obligation to pay the voluntary contribution, if not enough voluntary contributions are received, the trip may have to be cancelled as school funds are limited.

I agree to pay a non-refundable deposit of £ [school insert amount] payable by [school insert date].

I agree to pay the final balance of £[school insert amount] to be paid by [school insert date].

I understand that in returning this contract I am asking the school to book travel arrangements for my son / daughter. I acknowledge that in the event [include info re cancellation], I will not be entitled to a refund of the deposit paid and that I will remain liable for payment for board and lodgings.

I confirm that I would like me son / daughter to take part in the residential trip. I agree to these terms

Signed:

Name:

Date:

Child's name:

Tutor Group: