

# **CHARGES & REMISSIONS POLICY**

## **INTRODUCTION**

This policy is required under sections 106-111 and 117-118 of the Education Reform Act of 1988 (as amended). Charges and remissions will only be made in this school in line with this Act. Any charges levied or letters sent to parents/carers will also take into account the advice of Education Bradford.

## **GUIDELINES**

The school may request voluntary contributions from parents/carers for the total of the following:-

- the majority of visits and excursions
- most visitors to school who charge a fee
- the cost of ingredients or materials for certain expensive activities (e.g. special baking) where the product is to be taken home and where parents/carers have agreed in advance that they wish to own the end product.
- additional instrumental tuition
- all residential visits. In cases where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:-
  - Income Support
  - Income-based Jobseeker's Allowance support under part VI of the Immigration and Asylum Act 1999(as amended)
  - Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the given threshold
  - Guaranteed State Pension Credit.

Any parent/carer who meets the above criteria and wishes to seek remission of these charges should contact the School Business Manager at school.'

**IT IS IMPORTANT FOR PARENTS/CARERS TO NOTE THAT CHARGES REQUESTED COVER THE COST OF PROVISION FOR THEIR CHILD ONLY. IF SUFFICIENT CONTRIBUTIONS ARE NOT RECEIVED FOR THE ACTIVITIES OUTLINED ABOVE, IT WILL BE MADE CLEAR VIA THE INITIAL CONTACT LETTER THAT MONEY WILL BE RETURNED AND THE ACTIVITY CANCELLED. IN PARTICULAR, RESIDENTIAL VISITS MUST RECEIVE SUFFICIENT FUNDS THROUGH VOLUNTARY CONTRIBUTIONS OR THE VISIT WILL NOT TAKE PLACE.**

In order to avoid the cancellation of educational visits the Governors reserve the right to approach local charities to request financial assistance for parents/carers who have genuine difficulty with

contributions. Information will be given to all parents/carers as soon as possible so that a payment plan can be established.

School will charge for certain books, materials, instruments or other equipment required for clubs which take place out of school hours.

## **SCHOOL FUND**

The School Fund Account may be used to pay for the following:-

- a visit, visitor or event where the expense is minimal,
- for certain class activities (e.g, “ordinary” baking) where the cost is minimal,
- to assist in the payment of a visit, visitor or event which would otherwise be cancelled,
- to assist in unforeseen circumstances where it is agreed that there is a need for assistance from this fund.

This fund is not envisaged as being a large pot of gold but a small amount to assist in the above circumstances. It will be raised through voluntary donations, fund raising e.g. raffles and through donations from local charities and fund raising events.

Parents/carers may be requested to make a contribution towards the cost of school equipment and books that have been taken home and are subsequently lost or damaged. Similarly, parents/carers may be requested to pay if there are breakages or damage to school property or equipment through deliberate malicious behaviour by a pupil. This will depend on the individual circumstances and will be left to the discretion of the Headteacher.

No charge will be made for any materials, books, instruments or equipment for educational use during school hours with the exception of musical instrument tuition. However, certain items may occasionally be sold, at the school’s discretion, to raise money for charity or school funds e.g. card made into greeting cards or sewing material for small gifts. The children will be informed that this is to happen at the start of the activity.

On entry to the school, parents/carers are requested to purchase a school book bag. This charge represents the cost of the item, which is then considered to be the property of the child. Replacements may be purchased through school. The school may also make a voluntary fund raising request for certain non-educational non compulsory activities which take place during school hours e.g dressing up for Fun Day, sale of cakes, novelties, competitions.

**This Charges and Remissions Policy was reviewed by the Building and Finance Committee on the 25th March 2015.**

**Signed: ..... Chair of Building and Finance Committee**

**Next review date: March 2017**