



Policy for

Charging and Remissions

Review date: December 2022
Next review: December 2023

This policy is drawn up in accordance with the requirements of Section 457 of the Education Act, 1996 as amended by Section 200 of the Education Act 2002.

There are four principles underlying the provisions on charging;

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly outside of school hours.
4. That LAs and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The Policy adopted by the Governors of Bosvigo School

The Governors recognise that there are a number of activities which will only take place if parental contributions are available but stress that no child should be excluded from any activity organised by the school because of inability or unwillingness of their parents to pay such a contribution.

Optional visits wholly or mainly outside school hours

It is the intention of the Governors to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired by way of a voluntary contribution only (as opposed to a charge) a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs.

The visit may be cancelled if sufficient funds are not raised.

Visits wholly or mainly during school hours

It is the intention of the Governors to invite voluntary contributions towards the cost of the visit which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on a visit without payment, or to cover teachers travel costs.

The Headteacher at his discretion may raise the level of the voluntary contribution to take into account the cost for those parents who wish their child to go on the visit but who are unable to make a voluntary contribution. The Headteacher is authorised to cancel such visit if he considers the voluntary parental contributions insufficient to make the activity viable.

Once a trip has been paid for, there will be no reimbursement for absentees on the day

Charges

Board and lodging charges on residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time. An initial deposit is requested for such residential trips with the remaining cost payable in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

Individual tuition in the playing of a musical instrument

It is the intention of the Governors to charge for such tuition where it is provided by LA employed staff or self-employed music teachers, whether in or out of school hours.

Swimming

The school organises swimming lessons for children in Years 1 - 6. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons or any potential travel costs.

Re-sits of prescribed public examinations where no further preparation has been provided by the school

It is the intention of the Governors to charge the full cost of the re-sit.

Entry to examinations which are not prescribed in regulations issued by the Secretary of State

It is the intention of the Governors to charge the full cost of the entry.

Charges for ingredients, materials and equipment

The school will be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash or in kind, will be encouraged to do so, on a voluntary basis. The school will charge for, or invite parents to supply ingredients, materials and equipment where parents have indicated in advance a wish to own the finished product.

Charge for breakages and fines

The Governors will require parents to pay for damage to property or equipment caused by their child's actions or behaviour.

Charge for Wraparound and Holiday Club

The Governors require parents/carers to pay for the breakfast, afterschool and holiday sessions used by their children. Tariffs are reviewed annually and published. At least one term's notice will be given of any increase in charge. 24 hours' notice is required for changing or cancelling a booking. If this is not provided the booking will stand and be charged in full.

Charge for Clubs

The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges will not exceed the cost of the optional extras divided by the number of pupils participating.

Recovery of unpaid charges

Sums payable by parents for wraparound and holiday care, wasted examination fees, for optional extras to which they have agreed, or for board and lodging, may be recovered as civil debts. All costs incurred in the recovery process will be charged to the offender.

Remissions

The school will give consideration to the remission of charges to parents or carers who qualify for Free School Meals and receive the following support payments:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support (IS)
- Job Seekers' Allowance (Income-Based) and equal based Job Seekers Allowance
- Income Related Employment and Support Allowance (ESA-IR) and equal based Employment and Support Allowance
- Child Tax Credit (CTC) with an annual income of less than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guarantee Element of Pension Credit (GPC)
- Immigration and Asylum Act 1999 (IAA) Supports

Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

The Governing Body of Bosvigo School has allocated a personal allowance of £130 for each child registered for Pupil Premium for the child and their family to choose how to spend, e.g. camps, uniform, educational visits or extra-curricular lessons such as music or community sports. The spend must be agreed upfront and enhance/support their wellbeing; it is allocated at the discretion of Bosvigo School.

Summary of the Main Points of the Governors' Policy on Charging and Remissions

- 1 Optional trips wholly or mainly outside school hours will be charged at full cost.
- 2 Trips wholly or mainly during school hours may be funded by voluntary contributions. No child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
- 3 Provision shall be made to cover any 'shortfall' in the cost of school visits arranged by the school, but the Headteacher is authorised to cancel any such visit if necessary.
- 4 Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make voluntary contribution.
- 5 Board and lodging costs for residential trips will be charged, voluntary contributions for travel and activities will be expected and may become a necessary pre-requisite for the visit taking place.
- 6 Individual tuition in the playing of musical instruments by a teacher employed by the LA or self-employed in or out of school hours will be charged for.
- 7 Re-sits of prescribed examinations where no further preparation has been provided by the school will be charged for.
- 8 Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.
- 9 Schools may invite voluntary contributions towards the cost of ingredients, material and equipment. Where parents have expressed the wish in advance to have the finished product a cost will be charged.
- 10 Schools may make charges for breakages and damage to property.
- 11 Use of Wraparound and Holiday Club will be charged for.
- 12 Outstanding charges may be recovered as civil debts.
- 13 The school will give consideration to the remission of charges to parents or carers who qualify for Free School Meals.
- 14 Pupil Premium personal allowance it is allocated at the discretion of Bosvigo School.