



# Charging and Remissions Policy

**Approved by: QET**

**Date: 1.11.20**

**Last reviewed on: 1.11.20**

**Next review due by:  
1.11.22**

## **Charges for School Activities**

As from 29<sup>th</sup> November 2018 the Governors will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure.

### **Charges**

The school will charge in the following circumstances allowed by the Education Reform Act 1988:

(a) We currently do not charge for the provision of music tuition provided by the school through the local authority.

(b) Ingredients and materials for cooking and CDT (Craft, Design and Technology):

Materials will be charged for, or parents will be required to supply these, if the parents have indicated in advance a wish to own the finished product.

(c) Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum: eg outings, visits, cricket coaching, cycling courses.

Charges will be made for all or part of a pupil's travel costs, board and lodging costs, materials and equipment, entrance fees, non-teaching staff costs, any insurance and costs of engaging teaching staff specifically for the activity.

(d) Activities which involve pupils in nights away from home:

Charges will be made for board and lodging.

(e) Currently we do not charge for extended school:

- DASH club from 8.00-9.00 a.m.

(f) After school clubs are charged at £1 per session.

This is reviewed annually by the governors during budgeting.

Where parents are in receipt of Income Support, Income-Based Job Seekers Allowance, Support under part 4 of the Immigration and Asylum Act 1999 or Child Tax Credit (provided that working tax credit is not also received), the governing body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organized for the pupil if the activity is deemed to take place within school hours.

### **Voluntary Contributions**

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, eg outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service.

It is made clear that when voluntary contributions are requested

- there is no obligation to contribute
- pupils will not be treated differently according to whether or not their parents have made a contribution
- the proposed activity may not take place unless a substantial majority of parents contribute
- a suggested amount for a contribution to cover costs.

### **Remission**

There may be cases of family hardship that make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the governing body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

### **Other Charges**

#### **Private Photocopying/Telephone Calls**

The Governors have agreed a charge to be levied for private photocopying and telephone calls, based on the commercial rate. These will be subject to VAT regulations. These charges are to be reviewed annually.

#### **Income from Sales**

Some goods may be sold through the school with the intention of making a profit and thus raising money for the school. Goods in this category include school photographs which will be subject to VAT.

The school will not seek to make a profit from the sale of any other goods.

#### **Income from Donations**

From time to time the school will seek voluntary donations for specific purposes i.e. charities. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

## **Income from Lettings**

The Finance Committee annually review and set charges made for use of school premises. The charges include actual caretaking costs, insurance and a premises charge.

The Finance Committee do not charge the PTA for its activities in the school.

See Lettings Policy for further details

## **Responsibilities**

Authority for day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by the Governors.

The level of charges is a matter for the Governing Body. It is recommended that all charges should include a reasonable element for overheads like electricity, heating, caretaker's overtime, etc. Other things to consider are whether the school aims to make a profit, to meet actual costs or to offer say lettings at a subsidy.

All staff responsible for collecting income are made aware of the current charge rates and are aware of VAT implications.

The charging policy is reviewed annually by the Governing Body and should include updates for any **Extended Schools Services**.

(This policy is also included in Finance Policy)

Approved at meeting:

Date: