

HAMSEY GREEN PRIMARY SCHOOL - CHARGING AND REMISSIONS POLICY (Refer to section J of the Finance Manual).

Introduction

The legal requirements in respect of a charging and remissions policy are set out in the Education Reform Act 1988. Generally, the requirements prohibit schools from levying charges for education delivered to registered pupils during school hours, except for individual instrumental music tuition and board and lodging during residential trips. Charges in the form of a voluntary contribution may be sought by schools from parents for: transport; admission charges for educational trips; and optional extras, such as expensive materials used in technology and art. Money received will be returned to parents of pupils who are unable to take part in an activity for which voluntary contributions have been requested unless the school is already committed to pay for the activity.

Relevant benefits (these have been aligned with free school meals criteria)

Equal Based Jobseeker's Allowance / Employment and Support Allowance
Income Support (IS)

Income based Jobseeker's Allowance (IBJSA)

Income related Employment and Support Allowance (IRESA)

Support under Part VI of the Immigration and Asylum Act 1999

The Guaranteed element of State Pension Credit

Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

N.B. If you receive WORKING TAX CREDIT you do not qualify even if you receive child tax credit and your income is below £16,190

Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Universal Credit

Charging and Remissions Policy

The Governing Body will charge parents & carers for any of the activities listed below:

- **Board and lodgings** on residential trips/school journeys taken in school time, except for the **remission** of such charges to parents & carers on evidence of their receipt of the relevant benefits as listed above.
- **Individual or small group tuition on musical instruments** in or out of school hours, unless required as part of the National Curriculum or provided as part of the syllabus of prescribed public examinations (NB. there is no obligation on the Authority's behalf or that of the Governing Body to provide the opportunity for children to receive instrumental music tuition under the 1988 Act).
- **Any activities which take place outside, or mainly outside, normal school hours** and which are not provided as part of a prescribed examination syllabus, nor required to meet statutory duties in respect of the National Curriculum or Religious Education.
- **Public examination fees** and/or preparation outside school hours for such examination(s) which are not prescribed by regulations.
- **Remission** should be sought by contacting the headteacher.

The Governing Body will seek voluntary contributions from parents & carers in order to fund activities within school hours where the costs concerned cannot be reasonably met from the school's delegated budget. It will be made clear to parents and carers in writing by the school that the charge is voluntary and that if they choose not to make a voluntary contribution their child will not be treated any differently to any of the other children in the school. If voluntary contributions do not cover the cost of an activity, the activity may not take place.

The Governing Body reserves the right to charge for wilful damage and loss of school property.

The Governing Body undertakes to publish a summary of this policy in the School's prospectus and to undertake a review of the policy annually.