

# HEYFORD PARK FREE SCHOOL

## Charging & Remissions Policy

September 2017





## **HEYFORD PARK FREE SCHOOL CHARGING AND REMISSIONS POLICY**

### **1. INTRODUCTION**

This policy has been formulated in accordance with guidance on: Charging for School Activities.

### **2. AIM**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **3. RESPONSIBILITIES**

The Governing Body of the School are responsible for determining the content of the policy and the Principal for its implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and the Governing Body.

### **4. PROHIBITION OF CHARGES**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education
- entry for a prescribed public examination, if the student has been prepared for it at the school
- examination re-sit(s) if the student is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education

- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered students to other premises where the governing body or local education authority has arranged for students to be educated
- transport provided relating to an educational trip
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

## **5. PUBLICATION OF INFORMATION**

A summary of this policy is available on the School's website.

## **6. CHARGES**

(a) board and lodging on residential visits (not to exceed the costs)

(b) the proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

- (i) travel associated costs
- (ii) materials and equipment
- (iii) non-teaching staff costs
- (iv) entrance fees/activity fees
- (v) insurance costs

(c) individual tuition in the playing of a musical instrument

(d) re-sits for public examinations where no further preparation has been provided by the school

(e) costs of non-prescribed examinations where no further preparation has been provided by the school

(f) any other education, transport or examination fee unless charges are specifically prohibited

(g) breakages and replacements as a result of damages caused wilfully or negligently by students

## **7. REMISSIONS**

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support (IS)
- b) Income Based Jobseekers Allowance (IBJSA)
- c) Support under part V1 of the immigration and Asylum Act 1999
- d) The guarantee element of the State Pension Credit
- e) 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 the limit for that tax year

f) An income related employment and support allowance that was introduced on 27th October 2008. Parents who believe that they may qualify for this remission must apply in writing to the Principal. Complete confidence will be observed in all such matters.

## **8. VOLUNTARY CONTRIBUTIONS**

Parents may be invited to make a voluntary contribution towards the following:

- a) Activities within a curriculum area
- b) Support education trips and visits
- c) Associated travel costs

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;  
and
- b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) If insufficient voluntary contributions are received, the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the SLT within the school.

Voluntary contributions will be used to:

- Enhance and support learning activities within a faculty
- Support some educational visits
- Travel costs

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To be reviewed bi-annually

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