



## Charging and Remissions Policy

<b>Last reviewed on:</b>	03/2023
<b>Next review due by:</b>	03/2024

## RECORD OF AMENDMENTS

---

When Was the Plan last Updated?		
Date	Name	Detail (changes made)
March 2023	Laura Rzepinski & Debbie Ireland	Reviewed and updated

### Contents

Introduction.....	2
Definition .....	3
Responsibilities .....	3
Policy statement.....	3
Optional activities outside of the school day .....	3
Education partly during the school day .....	3
Transport (that will not be charged for) .....	3
Residential Trips .....	4
Loss and Damage to School Property .....	4
Calculating charges .....	4
Other Policies .....	4
Review of Policy.....	4

### Introduction

Bents Green School is committed to providing an inclusive education for all its students. The school aims for all students to take part in a rich and varied range of school experiences including:

- \* Various sports including climbing, football
- \* Various musical activities including instrumental lessons, trips to see shows, and performing in competitions
- \* History, Geography and Art field trips
- \* English trips e.g. to see plays

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

### **Definition**

The school day is defined as: 8.55am – 3.30pm.

### **Responsibilities**

The Co-Headteachers will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy annually.

### **Policy statement**

During the school day all activities that are necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. There will be no charge for any activity that is an essential part of the syllabus for an approved examination. A charge will be made for the materials used by students who are on practical courses (e.g. Food Technology, Design Technology) where they wish to own the finished product. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips or enrichment activities eg swimming, climbing etc. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

### **Optional activities outside of the school day**

We reserve the right to charge for activities provided outside of the school day, for example Football Club or Climbing Club. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Transport (that will not be charged for)**

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit ie that forms part of the National Curriculum, is a religious activity or as part of an examination syllabus

## **Residential Trips**

Charges will be made for board and lodging, except the cost will not exceed the actual cost of the provision. Where the trip takes place wholly or mainly during school hours, students 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
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

The above arrangements also apply where a trip takes place outside school hours but is necessary as part of the National Curriculum, or forms part of the syllabus for a prescribed examination that the school is preparing the student to sit, or the syllabus for religious education.

## **Loss and Damage to School Property**

Parents/carers of a student who damages or loses any item of school property or equipment, including for example windows or computers, could be liable for the cost of repair or replacement. Co-Headteachers will review any loss and damage on a case by case basis.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating.

Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Other Policies**

Educational Visits Policy

## **Review of Policy**

The policy will be reviewed annually. The policy will be approved by the governing board.