



# Charging & Remissions Policy

Committee Responsible	Resources
Member of School Staff Responsible	Mr J Clark
Review Frequency	Every 3 years
This Version Dated	March 2018
Next Review Due	March 2021

## **POLICY FOR CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES**

### **Charging Policy**

The governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay.

In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is necessary for a substantial number of parents to contribute before the activity can go ahead.

Instrumental and vocal tuition, which takes place during the school day, subject to the parent/carer requesting the tuition will be charged for. Children in care are entitled to free tuition. The remissions policy (see below) applies to musical tuition.

In cases where a parent or guardian asks for a refund of monies paid, for example in respect of a trip a child can no longer attend, a refund should be given wherever practicable. It may be necessary for the parents to make a claim under the HCC travel insurance in cases where payment has already been made to an outside organisation by the school and the organisation is unable to offer a refund.

In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey. (Although remissions would only be for the teaching part of the residential and not the board and lodgings.)

The Governors reserve the right to cancel any trip where there are insufficient funds.

### **Data Protection Act, Pupil information regulations and Freedom of Information Act**

The Governing Body has determined:

- To charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
- To charge a fee not exceeding the cost of supply in respect of a request made under the Education Pupil Information regulations 2005
- To charge a fee in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000

### **Remissions Policy**

The Headteacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate. Parents experiencing financial difficulties are encouraged to contact the school for support

No charge will be made for pupils whose parents claiming free school meals because they are receiving the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are **not** also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs<sup>1</sup>
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- All Universal Credit claimants are currently eligible for education benefits'

(See Hantsweb – Free school meals for pupils up to 16 years old)

The school should tell all parents of the right to claim free activities when they are accepted for free school meals.

**Adopted by the Governing Body:** March 2018

**Review Date:** March 2021