



## CARLISLE INFANT AND HAMPTON HILL FEDERATION

# Charging and Remissions Policy

Governor Committee Responsibility:	Finance and Premises Committee
This policy was reviewed:	May 2018
Statutory Policy?:	Yes
This policy was ratified by Full Governing Body (if applicable)	July 2018
This policy will be reviewed:	May 2019

# **FINANCE and PREMISES COMMITTEE**

## **Charging and Remissions Policy for Educational Development**

### Introduction

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

This policy should be read in conjunction with advice from the Department for Education on charging for school activities and section 449-462 of the Education Act 1996.

### Additional Activities Organised for Pupils – Educational visits

During the school year visits/workshops are organised to support and enrich the school curriculum taught in the classroom. Parents are notified for the cost of such events and are requested to make a voluntary contribution. If we do not receive sufficient voluntary contributions and the school budget is unable to difference, we will cancel the activity.

### Residential Visits – outside of the school curriculum

A voluntary contribution will be requested to cover the cost of board and lodgings. We will normally request a voluntary contribution for additional costs incurred, e.g. transport costs, entrance fees and insurance costs.

An initial deposit will be taken and a regular payment programme put in place. All voluntary contributions must be collected by the time requested by the visit centre.

If we do not receive sufficient voluntary contributions and the school budget is unable to difference, we will cancel the activity.

### Remissions for residential visits

Parents who can provide that they are in receipt of the following benefits will be exempt from paying the cost of board and lodgings:

- Universal Credit in prescribed circumstances;
- Income support;
- Income based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, if Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

### Voluntary contributions

If a parent wishes their child to take part in an educational visit and is unwilling or unable to make a voluntary contribution the child will be allowed to participate fully in the trip or visit and will not be treated differently from any others. Parents with children entitled to free school meals (FSM), or pupil premium, or who have difficulty in making the voluntary contribution may contact the school office, in confidence, as assistance may be available.

### Music Tuition

All children are entitled to study music as part of the National Curriculum. There is no charge for this.

There is a charge for individual or group tuition outside of National Curriculum requirements.

### Extended School Facilities

The regulations allow for charging for extended activities i.e. breakfast and after-school clubs.

### Damages, Breakage or Loss

The Governing Body reserves the right to make a charge for the cost of replacing damaged school equipment (i.e. broken laptop) or a damaged or lost library book, when this is a direct result of a child's poor behaviour choices.

### Independent School Application Support

Considering the volume of requests received, we will request a £30 fee to support an application to an independent school, typically in the form of a personalised report. This charge is per report.