



# Rivermead

Together on the road to success

## CHARGING AND REMISSIONS POLICY

Signed \_\_\_\_\_

Date \_\_\_\_\_

REVIEW DATE: November 2018

# Charging and Remissions Policy

## AIMS

The aims of our Charging Policy are:

- To adhere to the right of free school education
- To enable all pupils to take full advantage of the activities provided by the school or outside providers

## OBJECTIVES

The objectives of our Charging Policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to meet the cost.
- To identify those activities for which charges may be levied.
- To determine which charges will be remitted for parents experiencing hardship.
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school, either in or out of school hours.
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated.
- To ensure the regular review of operations of the Charging and Remissions policy

## CHARGING FOR ACTIVITIES DURING SCHOOL HOURS

The Governors of Rivermead School agree that:

- A charge should be levied for ingredients or materials in practical subjects if the parents indicate, at the beginning of each school year, that they wish to keep the finished product.
- A charge should be levied for the provision of music tuition to pupils, either individually or in groups, except where it is provided to fulfil the requirements in the syllabus for a public examination or where it is part of the National Curriculum.
- A charge may be levied for the board, lodgings any transportation element and any residential coaching costs of a residential activity, where the school trip takes place mainly during school hours.

**Parents will be charged for:**

- Individual music tuition, except where this is provided as part of the National Curriculum
- The Board and lodging element of all residential trips and visits
- The cost of transport direct from school to an activity, sanctioned by the school

- The cost of ingredients or materials, where parents have expressed a wish to own the finished product

## **CHARGING FOR ACTIVITIES OUTSIDE SCHOOL HOURS**

The Governors of Rivermead School agree that a charge should be levied for all activities provided outside of school hours, with the following exceptions:

- If the activity is an essential part of the basic curriculum
- If the activity fulfils the requirements specified in the syllabus for a prescribed period of time

### **Public examination**

- If the activity fulfils the statutory duties relating to religious education
- If the participation in the activity is on the basis of parental choice and parental willingness to meet such charges, since the activity is defined as an ‘optional extra’.

### **Charges may be defined as including:**

- Pupils’ travel costs
- Pupils’ board and lodging costs
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres etc.
- Insurance costs
- Engaging teaching staff on a separate contract, specifically for providing the activity (the separate contract may take the form of a letter inviting the teacher to undertake the specific activity in return for payment of expenses and, where appropriate, a fee)
- The cost of repairing or replacing property damaged by pupils or parents

### **Charges for individual pupils may not:**

- Exceed the cost of providing the ‘optional extra’ activity divided by the number of participating pupils (i.e. must not incur a profit).
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay.
- Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours.

## REMISSIONS

On occasions, the Governors of Rivermead School remit for activities where parents are in receipt of:

- Income Support
- Income based Job Seekers Allowance
- Working Families Tax Credit
- Disabled Person's Tax Credit
- Consideration will be given to parents in these categories in relation to:
  - The cost of a residential trip, provided it is part of the National Curriculum or forms part of the syllabus for a prescribed public examination.
  - The cost of board and lodging for a residential visit outside school hours.

The Governors also delegate the power to the Chair of Governors and Headteacher to determine any individual case arising from the implementation of the policy.

## VOLUNTARY CONTRIBUTIONS

Rivermead School, will seek voluntary contributions from parents for the benefit of the school or any school activities, but we recognise that:

- Such contributions are voluntary and no parent is under any obligation to make a contribution
- Pupils will not be treated differently if their parents have not made a contribution
- Parents will be informed of the level of contribution and if the activity could take place if parents were reluctant to support it
- There is no level set on the level of voluntary contributions sought

The activity may be cancelled if insufficient voluntary contributions to provide the activity will have an adverse effect on the school budget.