

POLICY

Charging & Remissions

Date of approval by governing body:	May 2016
Review date:	Summer 2017
Policy Owner:	Business Manager

The King's has a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student learns with truth and love, we ensure that we support each student through the promotion of the Christian values of justice, grace, trust, thankfulness, aspiration and celebration (as identified, by students, staff and governors). This mission and these values underpin this policy and its related practices.

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

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

Definitions

Community Facilities: activities which the governors do not feel is of direct educational benefit to children at the school.

Extended school provision: provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings: letting to an organisation other than the school.

Remission: where a charge is not payable, either in full or in part.

Prohibition of charges

The Governing Body of the School recognise that 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the student, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the student has been prepared for it 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- 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 that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip (but see also later note on voluntary contributions)

Charges

The governing body authorises the following charges to be made, at the discretion of the Headteacher:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- re-sits for public examinations where no further preparation has been provided by the school (the full cost of the examination)
- non-attendance at examinations where no reasonable explanation is offered (the full cost of the examination)
- costs of non-prescribed examinations where no further preparation has been provided by the school (the full cost of the examination)
- any other education, transport or examination fee unless charges are specifically prohibited (not to exceed the actual cost)
- breakages and replacements as a result of damages caused wilfully or negligently by students (up to the full cost of replacement, including insurance excess costs)
- extra-curricular activities and school clubs (to be determined for each activity or club)
- Extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision (to be determined for each activity or club)
- Charges for materials or ingredients where the students wish to have the finished product (not to exceed the actual cost)
- Cost of transport to take part in work experience (not to exceed the actual cost)
- Letting of the school premises (dependent upon letting, but to include energy, staffing and administration costs).

The Headteacher may take into account:

- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation.

Remissions

Children 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 charges for board and lodging costs during residential school trips. The relevant support payments are:

1. Income Support;
2. Income Based Jobseeker's Allowance;

3. Support under part VI of the Immigration and Asylum Act 1999;
4. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575.

Voluntary contributions

The Governing Body authorises the Headteacher, on a case-by-case basis, to request voluntary contributions from parents for any activity or provision organised for the benefit of children at the school, and to determine the level of voluntary contribution which is appropriate.

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.

The costs of any optional extra undertaken by any student whose parents/carers are unable to pay may not be included in the charge to other students but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.