



# **Charging & Remission Policy**

**Reviewed – September 2019**

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## **Introduction**

This policy has been formulated in accordance with DfE advice on Charging for School Activities.

It should be read in conjunction with the Educational Visits Policy and the Equal Opportunities Policy.

## **Aim**

The aim of this policy is to set out what charges will be levied for school activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The policy covers education provided wholly or mainly during school hours; covers charges for extended activities outside school hours, provided by or on behalf of the Governing Body of Woodlawn School.

The policy ensures:-

- that every pupil in the school has access to the whole school curriculum and that this access is not limited by the imposition of charges.
- the provision of activities and visits which are not part of the schools curriculum are accessible to as many pupils as possible.
- that where charges have to be levied they are clear and fair.

## **Responsibilities**

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

## **Prohibition of Charges**

In line with DfE guidance, the Governing Body will not charge for any of 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 pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination resit(s) if the pupil is being prepared for the resit(s) 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 pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when that pupil has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## **Publication of Information**

This policy will be included on the school website.

## **Charges & Guidelines determined by the Governing Body**

1. No pupil will be charged for a curriculum visit. If a visit is made to a place of interest where a charge is levied then parents may be asked for a voluntary donation. Similarly if a visit involves a visit to a café or the use of public transport parents will be asked to make a donation for this.
2. No pupil will be excluded from such a visit because his or her parent has not made a voluntary contribution. If this occurs school fund will cover the costs.
3. For residential visits the cost will be worked out per child and parents then asked to make a donation for that amount. School fund may subsidise this and this subsidy will be made equally to all pupils involved in the visit.
4. Parents will be asked to pay a contribution of £10.00 a term towards the costs of swimming including transport costs at Tynemouth Pool. This is a voluntary contribution and children will be able to swim whether parents pay or not.
5. Post 16 parents will be asked for a contribution of £10.00 per academic year towards the cost of transport for community visits. This is a voluntary contribution.
6. To enable the Design & Technology department to continue to provide a wide variety of opportunities for all students to make and take home products they design, we will ask for a contribution of £7.00 per academic year to cover the costs of products made in resistant materials, textiles and cookery and nutrition. This is a voluntary contribution.
7. Transport to and from home to any activity not provided by, but permitted by, the school can be charged for e.g. work experience
8. In accordance with legislation no charges will be levied for residential visits where parents meet certain criteria and the visit is in school time.
9. Parents will be given clear details of the costs of any visit including the expected pocket money if any. No added charges will be imposed after agreement has been reached.
10. The school will fund exam fees.
11. Cost of replacing items broken, damaged or lost as a result of wilful behaviour or negligence by pupils
12. Extra-curricular activities and school clubs provided by third parties.
13. Transport provided in connection with an educational visit.
14. Insurance costs in connection with an educational visit

## **Remissions or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or reduced charge to parents in particular circumstances.

It will be possible for any parent to discuss concerns about their individual circumstances with the Headteacher, or Deputy in her absence. These discussions will be confidential as will the fact that the school has agreed to fund a specific pupil.

## **Criteria for qualification for remission.**

Where the trip takes place wholly, or mainly, during school hours, 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:

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education. The amount taken into account will be revised periodically in line with changes to the amount published by the DfES.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- a) transport provided in connection with an educational visit.
  - b) entrance fees and insurance costs in connection with an educational visit
  - c) Some materials and equipment
  - d) Visitors delivering activity workshops
- The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge.
  - We will strive to ensure that parents do not feel pressurised into making voluntary contributions.
  - If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

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

Voluntary contributions will be used to:

- Facilitate regular trips and visits that would not be possible if the school did not recoup some of the expense through voluntary contributions
- Allow for regular activities in which the pupils will retain or consume the materials meaning that it would not be possible to sustain these activities if the school did not recoup some of the expense through voluntary contributions.

### **Charges for Extended Activities**

Charges are made for optional, extra activities provided outside of the school day, for example Prom. Charges are also made for extended activities provided in or around the school by, or on behalf of the Governing Body. The Governing Body has decided that charges may be reduced for some activities in the following circumstances:

- Activities which directly benefit pupils attending the school
- Activities which meet school and/or LA priorities
- Parents on benefits