

Quercus Federation

Charging and Remissions

*Policy Statement
September 2016*

Signed (Chair of Governors):

Signed (Head Teacher):

Date:

This policy will be next reviewed: September 2017

1 Introduction

- 1.1 This policy outlines the school's policy on charging and remission for school activities and school visits. It complies with sections 449-462 of the Education Act 1996 which set out the law on charging for school activities maintained by local authorities in England.
- 1.2 The Governors of the Quercus Federation are committed to ensuring that parents on low incomes and in receipt of the benefits listed later in this policy are aware of the support available to them when being asked for contributions towards the cost of school visits. It is the aim of the Governing Body that no child shall miss any activity due to genuine financial hardship.
- 1.3 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, which take place during normal school hours, the school invites parents to contribute to the cost. All contributions are voluntary. If the voluntary contributions received by the school do not cover the cost, then the outing may be cancelled and all monies refunded. This will be made clear at the outset of the trip via the letter of consent.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.
- 2.3 The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - musical events
 - Other school trips.

3 Residential visits

3.1 The schools organise regular residential trips for pupils in KS2 and parents are charged for these residential trip. If more than 50% of the trip takes place out of normal school hours the law allows the school to pass the actual cost of the activities and board and lodging onto parents. The school always covers the cost of supply for teachers. This is a voluntary trip and normally the full cost must be paid by parents. This year the school has made available an additional sum of money to assist with the payment for some families. If you fall into this category, an approach to the Head of School or Executive Headteacher in confidence should be made at the time initial deposits are required.

- Once the booking is made and deposits paid, parents are bound by the cancellation charges laid down by the company should their child change his/her mind. If for any reason the school decides a child cannot attend, the school will refund in full any money already paid.
- Board and lodging and the charge must not exceed the actual cost.

4 Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. A charge is made for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Out of Hours Care

Any parent/carer who would like their child to attend a club but is unable to for financial reasons can approach the Head of School or Executive Headteacher, who will consider their application sympathetically and may be able to offer support. The cost of clubs is kept to a minimum. Clubs run by school staff only charge for the cost of consumable items eg. a charge for each cookery session to cover the cost of ingredients. Outside providers of clubs operate their own charging policies. On allowing the club to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the governing body. Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club.

- 5.2 A charge is made for attendance at Breakfast Club and After School Club at Hurst Green, and Early Bird Club at Northiam. The charge will be set by the School Governors. Any funds which remain surplus after all expenses have been taken from Breakfast Club and After School Club income will be used to improve resources and facilities provided for Club members. Charges are set to ensure all related costs are covered. These clubs are provided by the school as a service and not as a profit making concern.

5 Remission of charges

Pupils whose parents are in receipt of the following support payments will be entitled to free board and lodgings during residential trips taking place wholly or partly in school hours:

- Income support
- Income based jobseekers' allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,300

This aligns with the eligibility criteria for free school meals.

The Governing Body may wish to remit in full or in part, the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited, in confidence, to request for the remission of charges in full or in part.

Authorisation for such remission will be made by the Executive Head Teacher in consultation with the Chair of Governors.

