



# **Bounds Green School Charging & Remissions Policy**

**Bounds Green Rd, London N11 2QG**

**Tel no: 020-8888-8824**

**Fax no: 020-8365-7986**

# CHARGING AND REMISSIONS POLICY

## Introduction

This policy has been formulated in accordance with the Authority's guidance on Charging for School Activities and follows legislation governing the charging for school activities as set out in the Education Act 1996: Sections 449-462. Bounds Green School will follow the relevant legislation as contained in the DfE circular: Charging for School Activities (October 2014).

## Aim

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

## 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 and Governing Body.

## Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

## Charges

We are able to charge for:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) board and lodgings
  - (iii) materials and equipment

- (iv) non-teaching staff costs
- (v) entrance fees
- (vi) insurance costs
- (c) individual tuition, or within groups of up to four pupils, in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.
- (i) Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act'. This will be charged at 10p per sheet and 20p for any colour copying (inclusive of admin time). The Governing Body reserves the right to refuse this if the request is unreasonable (e.g. bulk copying).
- (j) Certain early years provision
- (k) Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them

## 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:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the annual amount stated for that financial year.
- e) Universal credit in prescribed circumstances
- f) The guarantee element of State Pension Credit
- g) An income related employment and support allowance that was introduced on 27.10.2008.

## Voluntary Contributions

The School may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School equipment;
- School funds generally.

The terms of any request made to parents will specify:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay;
- 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;

- c) That if the particular activity cannot take place without some help from parents this will be explained to them at the planning stage.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

The overall responsibility for determining the level of voluntary contribution is delegated to the Headteacher. However, class teachers and the School Business Manager will in consultation determine the level of contribution for each activity, and inform the Headteacher.

Voluntary contributions will be, for example, used to:

- Cover associated costs of coach transport for trips and visits;
- Cover admission/other activity costs for extra-curricular activities or trips off school premises e.g. Admission to museums, workshop fees
- Cover associated costs with 'optional extra' activities offered during school hours on school premises by third party providers e.g. Visiting theatre performances

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.