



## CHARGING, REMISSIONS AND VOLUNTARY CONTRIBUTIONS' POLICY

### Rationale

This policy ensures compliance with current legislation on charging and remission and equitable treatment of students.

### Aims

The Governors recognise the valuable contribution that a wide range of additional activities including clubs, trips and residential experiences can make towards a students' personal and social education. They see the promotion and provision of such activities as an excellent enhancement to a broad and a balanced curriculum, for the student, and as additional activities.

The school will use monies collected to offset costs, and increase the opportunities for student learning. The school will endeavour to ensure all students and their families are treated equally, whenever charges or voluntary contributions are requested. On occasion, should there be a significant costs associated with a trip or activity that have not been met by voluntary contributions; the school reserves the right to cancel the trip or activity and refund any monies paid.

Funding from additional bodies, including the charitable school fund, will be sought where feasible.

Parents/Carers may be asked to consider a donation however no child will be excluded from an activity due to whether contributions have been made or not by parents/carers.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

### Guidelines

#### Charging

The Governors reserve the right to make a charge in the following circumstances for activities organised by the school:

A charge will be made for the board and lodgings element of any residential trip up to the value of the actual cost.

A charge will be made for any educational activity that is an enhancement and experiential rather than essential e.g. outdoor education trips.

A charge will be made for replacing broken windows, defacing and /or damaging school property where this is the result of poor behaviour or negligence.

The LA may from time to time amend the categories of activities for which a charge may be made.

### Remissions

Where the parents of a student are in receipt of:

- Universal Credit (where the family income is under annual Government agreed amount)
- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (where the family income is under annual Government agreed amount)
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)

The student will in addition to having a free school lunch entitlement, also be entitled to the remission of these charges or voluntary contributions, particularly where the trip takes place wholly or mainly within school hours. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum.

In cases of family hardship which make it difficult for students to take part in particular activities, the Governing Board invite parents to discuss the matter in confidence with the Headteacher, who can authorise a full or part remission.

### Voluntary Contributions

The school may seek voluntary contributions from parents/carers to enable some trips and in-school activities to take place. Some curriculum enrichment activities (i.e. cooking, DT, visiting theatre productions) carry a significant cost for the school and, where appropriate, the school may make requests for voluntary contributions.

## **Review and Management of Policy**

### **Review of Procedure**

This policy will be subject to annual review in the spring term.

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The Governing Board approved this policy on date: 4<sup>th</sup> July 2019



Signed:

Chair of Governors



Signed:

Headteacher