



Charging and Remissions Policy

Approved by:	Finance and Buildings Committee	Date: 8 May 2024
Last reviewed on:	May 2024 by S Jones	
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INTRODUCTION

This policy has been formulated in accordance with national guidance on charging for school activities.

Downlands Community School has and continues to provide a wide range of extra-curricular activities. These activities are offered over and above the National Curriculum to enrich the experience students have at school. Both educational and social, these activities form a vital part of the life of the school. As they are not funded by the local authority the school relies heavily on the generous support provided by parents to cover the cost of these activities. We hope that this level of support will continue. The law requires that parental support should be on a voluntary basis and the Governors are required to have a policy on charging and remissions.

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 Board of the School are responsible for determining the content of the policy and the Headteacher for implementation.

PROHIBITION OF CHARGES

The Governing Board of the School recognise that the 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 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
- Entry for a prescribed public examination, if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(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 student is being prepared for at the school, or part of religious education
- 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 provided in connection with an educational trip
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

CHARGES

- a. board and lodging on residential visits
- b. the proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel associated costs
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees/activity fees
 - (v) insurance costs
- c. individual tuition 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 students

REMISSIONS

Students whose parents are in receipt of government support payments may, in addition to having a free school meal entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- a. Universal Credit
- b. Support under part V1 of the Immigration and Asylum Act

VOLUNTARY CONTRIBUTIONS

For any extra school activities parents will be invited to make a voluntary contribution to cover the cost of the activity, any transport costs, costs of materials and any other incidental expenses.

Although the contribution will be voluntary, the Governing Board needs to point out that it is probable that the activity will not take place unless all parents, who are able, are willing to contribute. 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 responsibility for determining the level of voluntary contribution is delegated to the Curriculum Team Leaders/Leadership team within the school.

DISCRETIONARY ASSISTANCE

The Governing Board understands that sometimes circumstances make it difficult for parents to meet the cost of the activities offered. In this situation parents are invited to contact the Headteacher who will exercise discretion in accordance with individual circumstances in remitting some or all of the legitimate charges. The costs of any such remissions will be covered by LA delegated funds, school funds and voluntary donations.