

# CHARGING & REMISSION POLICY

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This charging and remissions policy complies with statutory requirements, has regard for East Sussex Authority policy and is reviewed on an annual basis by the school Governing Body.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

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## Aims and objectives:

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/ guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## Remission of Charges

The Governing Body recognises 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 pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum or the KS2 programme of Instrumental and Vocal Tuition(wider opportunities) Recorders in year 4 .
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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;

## Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution.

We do not treat these children differently from any others. Any charge made in respect of individual pupils will not exceed the actual cost, it will be divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay. The school will incur these additional costs they are not passed on to other parents.

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.

We do ask for voluntary contributions to support the cost of providing swimming lessons during the summer term.

Museum visits to enhance the curriculum.

Workshops in school in which we have incurred a cost for specialists to deliver.

Visits to places of interest

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## Chargeable activities

The school will charge for the following:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - A) Part of the National Curriculum
  - B) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - C) Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements)
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art and Design technology or cookery, where a pupil takes home a finished product.

## Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

## Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance will be exempt from paying for the cost of board and lodging. A parent will need to prove they are in receipt of the following benefits.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2008/09);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.