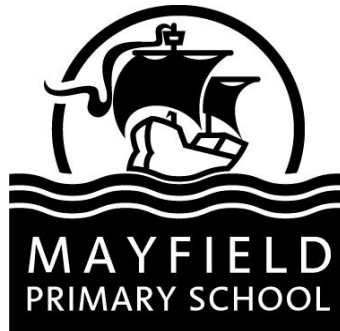


Mayfield Primary School



Policy

Charging and Remissions

Governor committee to review policy:	Finance
Staff member with responsibility for review:	Kate Vadhia
Date of last review:	October 2017
Date of next review:	October 2018

CHARGING AND REMISSIONS POLICY

The following statement of policy has been agreed by the Finance Committee of Governors at their meeting on 12 October 2015

Charging

1. Education during school hours

- 1.1. Voluntary contributions towards the cost of any activity wholly or mainly in school hours will be invited and the school reserves the right to cancel any activity if insufficient funds are available. Families in receipt of benefits (see Appendix 1) should apply to the bursar indicating their position so that funds to cover the cost of their child's participation may be made available from school funds. This information will be treated in the strictest confidence.
- 1.2. In certain circumstances, the provision of an activity or trip in school time may be entrusted to a 'third party', for example a tour operator. The school will be responsible for advising parents on the adequacy of the arrangements made by the third party to secure the safety and welfare of the children. In these cases, a charge can be levied direct on the parents by the third party.
- 1.3. Tuition in playing any musical instrument, where the tuition is provided either individually or to a group of pupils may be charged for.
- 1.4. Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of basic items.
- 1.5. Parents/carers are invited to make a contribution to the cost of ingredients and materials for use in Art and Design & Technology. This assumes that the parents will own the finished product.

2. Education outside school hours

- 2.1 Charges may be made for out-of-school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3. Breakages and Damages

- 3.1. The Governors are entitled to require parents/carers to pay for the cost of damage caused by the pupil's behaviour (eg breakage of a window, damage to furniture). This also applies to lost, damaged or defaced books.

Remissions

4. Board and lodging

- 4.1. Parents/carers who are in receipt of benefits (see Appendix I) are exempt from paying the cost of board and lodging on residential visits. In some circumstances the school may be in a position to offer remission or reduced charges for parents/carers who are in financial difficulty but not in receipt of benefits. This cannot be guaranteed and will be decided on a case-by-case basis at the discretion of the headteacher.

5. Other costs

- 5.1. Costs for optional activities, breakages and damages may be waived or reduced for parents/carers who are in receipt of benefits (see Appendix I).

Appendix I

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances (The government plans to prescribe the circumstances when Universal Credit is fully rolled out)
- Income Support
- Income Based Job Seekers Allowance
- 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 HMRC) does not exceed £16,190 (2013/4)
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

NOTES:

1. Guidance on the organisation of trips is given in the Educational Visits Guidance 2005. In all cases this requires staff who are planning a trip or visit to discuss it first with the Head. This is done **before** the trip is advertised or money committed. Staff have access to a checklist and risk assessments to ensure the organisation and the trip itself runs smoothly.
2. We strive to find the best value for money on all costs associated with trips, whether this be the cost of booking coaches or activity fees etc. All our trips are costed accurately and based on a break even model ie to just cover all costs if **all** families involved make **full** contributions.