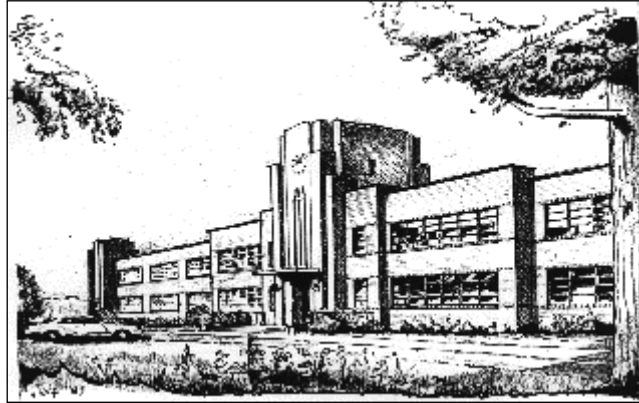


William Torbitt Primary School



Charging and Remissions Policy

Introduction

This Charging and Remissions Policy has been approved in accordance with S457 of the Education Act, 1996.

School Trips

Day trips

- No charge will be levied in respect of day trips, although a voluntary contribution may be asked for.

Residential trips - essential

- For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board, lodging and transportation.

Residential trips - non-essential

- For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board, lodging and transportation.

Examination Entries

- The school does not pay any examination fees.

Materials for Art, Craft and Design, and Design and Technology

- Pupils are not charged for materials for these subjects.

Music Tuition

- At present, Redbridge Music Service levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons.
- No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.
- No Redbridge Music Service charge is levied to parents in respect of singing tuition during the school day (Education Act).

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage / Loss to Property

- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school, the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Remissions Policy

- The Head teacher, Finance Committee, may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the circumstances.
- The Head teacher, Finance Committee, may decide not to levy charges in respect of a particular activity if they feel it is reasonable in the circumstances.

Disadvantage Subsidy Funding

The Disadvantage Subsidy is allocated to pupils in receipt of free school meals. This subsidy can be used towards the cost of any activities within school i.e. clubs, trips, music clubs, and can also be used towards the cost of the annual residential trip. The parent chooses which activity will be subsidised.

The Disadvantage Subsidy is available to eligible students for this current academic year.

Approved by the Governing Body on 25th November 2014

Explanatory notes:

- The charging and Remissions policy should be reviewed every 2 years.
- The charging and Remissions policy should be included within the school prospectus.
- It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent / carer of a pupil is in receipt of income support, family credit, income-based jobseeker's allowance (payable under the Jobseekers Act, 1995), or disability working allowance.
- The charging and Remissions policy must be agreed by the full Governing Body. It cannot be delegated to a committee or the Head teacher.
- The statutory requirements only apply to charges made by a Governing body or the LEA; they do not apply to charges to pupils or their parents / carers made by other persons (eg travel firms).