

Charging and remissions policy

LAST REVIEW DATE	October 2016	REVIEW PERIOD	3 yearly
NEXT REVIEW DATE	October 2019	OWNER	L Ellis
TYPE OF POLICY	Other Statutory	APPROVAL LEVEL	Board

Introduction

This policy has been formulated in accordance with guidance on: Charging for School Activities.

Aims

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 Board of Trustees of the Parallel Learning Trust are responsible for determining the content of the policy and the Executive Leadership Team for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and relevant Executive Principal.

Prohibition of Charges

The Board of Trustees of the Parallel Learning Trust 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

Public Information

A summary of this policy is available on the School's website.

Charges

It will be necessary to determine for each of the following whether the local governing body intends to make a charge.

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual student of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel associated costs
 - materials and equipment
 - non-teaching staff costs
 - entrance fees/activity fees
 - insurance costs
- individual tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by students
- Photocopying of a pupil's school record (costs not to exceed £10)

Remissions

(Where the local governing body have determined to charge for board and lodging on a school trip the following paragraph must be included).

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

1. Income Support (IS)
2. Income Based Jobseekers Allowance (IBJSA)
3. Support under part V1 of the immigration and Asylum Act 1999
4. The guarantee element of the State Pension Credit
5. 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 the limit for that tax year
6. An income related employment and support allowance that was introduced on 27th October 2008

Parents who believe that they may qualify for this remission must apply in writing to the Principal. Complete confidence will be observed in all such matters.

Voluntary Contribution

(In this section the local governing body have to determine whether or not voluntary contributions are to be requested from parents).

Parents may be invited to make a voluntary contribution towards the following:

- Activities within a curriculum area

- Support education trips and visits
- Associated travel costs

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Leadership team within the school.

Voluntary contributions will be used to:

- Enhance and support learning activities within a faculty
- Support some educational visits
- Travel costs