



CHARGING & REMISSIONS POLICY

Date adopted by Governors/Academy:	October 2011
Date this Policy adopted:	Spring 2019
Date to be reviewed:	Spring 2020

CHARGING AND REMISSIONS POLICY

The Henlow Church of England Academy policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) Charging for School Activities
- Our Funding Agreement

I CHARGING FOR EDUCATION

1.1 We will not charge parents for:

- Admission applications
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents

1.2 For activities which take place out of school hours, the following optional extras may be charged:

- Education provided outside of school time that is not:
 - a) Part of the national curriculum
 - b) Religious education
- Materials, books, instruments or equipment
- Insurance costs
- Travel costs
- Entrance Fees
- Staff costs under contracts purely for the services of providing an optional extra
- Extended day services offered to pupils

1.3 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

1.4 Charges will be made for the following:

- Activities or trips which take place mainly or wholly outside of school hours (unless they are a necessary part of the National Curriculum, Religious Education or an essential part of a syllabus for an approved examination).
- The cost of Board and Lodging on Residential Visits (exemption from board and lodging applies if parents / carers can prove eligibility under the criteria listed in 5 – Remissions Policy). The charge will not exceed the actual cost.

2 VOLUNTARY CONTRIBUTIONS

- 2.1 Parents will be asked for Voluntary Contributions to cover costs for activities, trips or residential visits which take place during, or mainly during, school hours. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.
- 2.2 No child will be excluded from an activity simply because their parents have not made a contribution. However, if insufficient voluntary contributions are raised to fund an activity, then events, activities or visits will be cancelled.

3 MUSIC TUITION

- 3.1 Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of parents.

4 DAMAGED OR LOST ITEMS

- 4.1 The school will charge for the cost of replacing items broken or damaged due to their child's reckless behaviour.
- 4.2 The school will charge for the cost of replacing lost or damaged materials, books and equipment.

5 REMISSIONS POLICY

- 5.1 Parents who can prove they are receiving a benefit that entitles them to claim free school meals will not be charged board and lodging costs for residential visits that take place during, or mainly during, school hours. (Parents will still be asked for voluntary contributions towards the cost of the activities, transport etc.)

The eligible benefits are Universal Credits; Income Support; Income Based Jobseekers 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 Her Majesty's Revenue and Customs) does not exceed the income threshold in the previous financial year; the guaranteed element of State Pension Tax Credit; and an income related employment and support allowance that was introduced on 27 October 2008.

- 5.2 To request assistance, parents / carers should contact the Business Manager via the school office.