



Charging and Remissions Policy

	<p>Aspiration: Dream Big <i>If your dreams don't scare you, they aren't big enough!</i></p>
	<p>Resilience: Be Determined <i>Resilience is a skill, not an ability. It can be learnt.</i></p>
	<p>Respect: Communicate with Kindness <i>Manners cost nothing but mean everything.</i></p>
	<p>Initiative: Solve Problems <i>Every problem is a gift – without problems we would not grow.</i></p>
	<p>Reflective: Never Stop Learning <i>Never stop learning because life never stops teaching.</i></p>

Approved 22nd January 2017

1. Objectives

As a result of Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities, Royds School has formulated the following policy for parents, students and teachers with regards for charging for activities.

2. Aim

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.

3. Charging

The school will continue to ensure that no charges are levied 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.
- entry for a prescribed public examination if the student has been prepared for it at the school.
- examination resits if the student is being prepared for the re-sit 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.
- transport provided in connection with an educational trip.

The school may levy charges for the following:

- board and lodging on residential visits during school hours unless the parents are in receipt of relevant benefits, see remission.
- holidays or activities outside of school hours that are not part of the curriculum or exam syllabus.
- vocal and musical instrument tuition.
- home to school transport privately arranged by the school.
- examination fees where a student fails without good reason to sit the exam.
- damage, breakages, vandalism or loss to and of school property where it can be proved that this was as a result of wilful or negligent behaviour.
- any extended school activity or extra-curricular activities and school clubs.
- community use or lettings. Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy

In arriving at charges, the school reserves the right to include amounts for:

- any materials, books, instruments, or equipment provided in connection with the optional extra.
- the cost of buildings and accommodation.
- non-teaching staff.
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

No charge will exceed the actual cost of the activity.

4. Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the student's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

5. Remission

Students whose parents can prove they are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential trips during school hours.

The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 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 (financial year 2013/14)
- Guarantee element of State Pension Credit
- An income related employment and support allowance or equivalent universal credit.

6. Holidays or Activities

When such events take place at weekends or school holidays, these will be regarded as discretionary visits and parents may be asked to meet all or part of the costs.

The flowchart in Appendix A gives guidance regarding how trips are funded.

7. Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- transport (excluding home to school).
- admission fees
- education outside school hours
- reward trips

This list is not exhaustive.

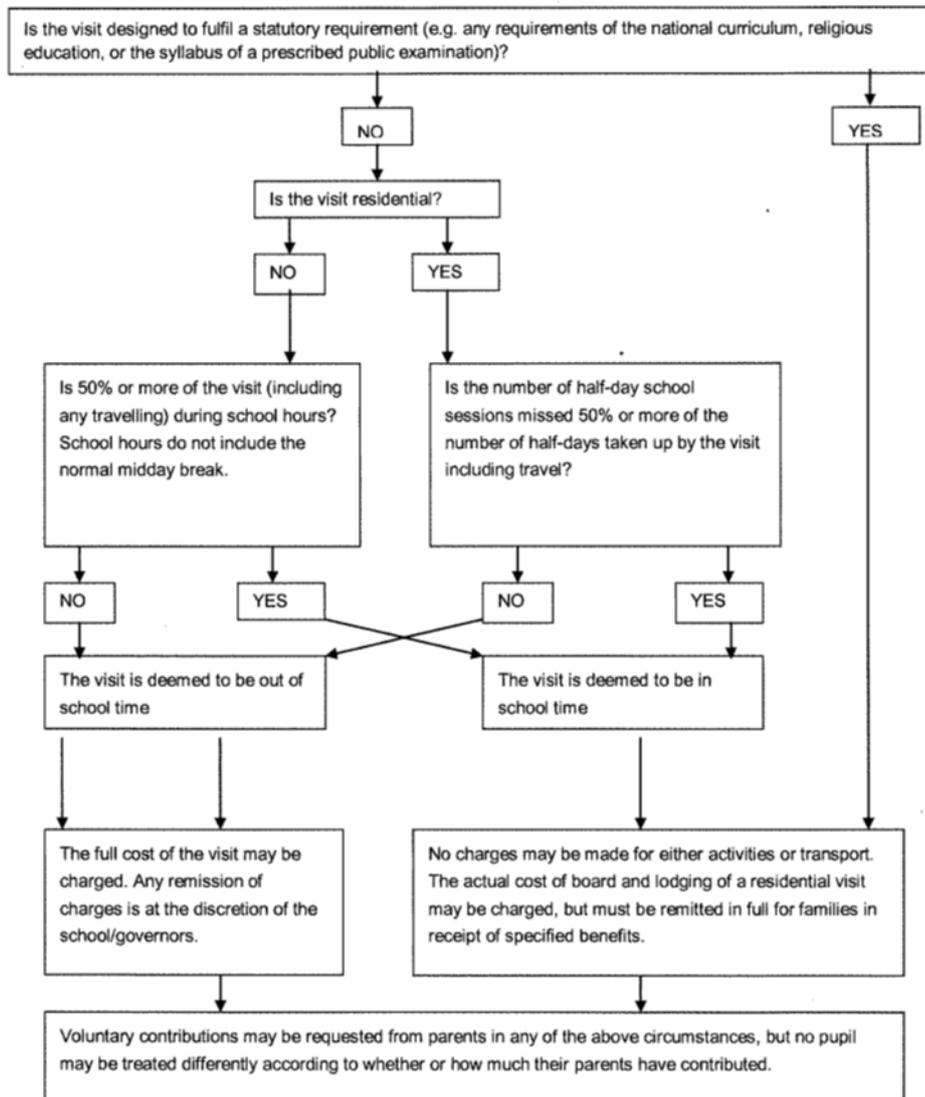
The voluntary contribution no way represents a charge. It is genuinely voluntary and a parent is under no obligation to pay. Students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

However, should there not be enough voluntary contributions made, the trip or activity may not go ahead.

8. School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.

Appendix A: Trip Funding Flow Chart





Royds