

**CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES****1 General Principles**

- 1.1 The school Governing Body, like the Local Authority, is committed to the general principle of free education. In determining the charging and remission policies which are set out in this document the governors have been mindful of the policy statement produced by the Nottinghamshire Education Authority.
- 1.2 The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

**2 Charges**

- 2.1 The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised.
- 2.2 **Residential Activities held during school hours:** charges may be made for the **board and lodging** element of those residential activities which take place during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the governing body **except** in the circumstances described at paragraph 3.1 below.

- 2.3 **Activities held outside school hours:** the school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities **EXCEPT** where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described at paragraph 3.1 below).

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element of such things as:

- i) the pupil's travel costs;
- ii) the pupil's board and lodging costs;
- iii) materials, instruments and other equipment;
- iv) non-teaching staff costs;
- v) entrance fees to places of interest;
- vi) insurance costs;
- vii) the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extras'.

### **3 Remissions**

3.1 Where the pupil's parents are in receipt of the following for a pupil the Governing Body will pay in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity

- i) takes place within school hours, OR
- ii) forms part of the syllabus for a prescribed public examination OR
- iii) fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

- Income Support
- Income-based Job Seeker's Allowance
- An income-related employment and support allowance
- Support under Part V1 of the immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- The Guarantee element of State Pension Credit

If the school are receipt of pupil premium funding for a child (ever 6) then the Governing Body will consider subsidising residential trip costs for the board and lodging of any event organised by the school.

3.2 Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Head Teacher. Any subsidy provided by the school will be met from the funds at its disposal eg the school's own funds or budget.

### **4 Voluntary Contributions**

Nothing in this policy statement precludes the Head Teacher from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

### **5 Breakages and Damage to School Property**

The Head Teacher reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

### **6 Review**

The Head Teacher reserves the right to review and amend this policy statement from time to time, as appropriate.