



respect resilience responsibility

Charging and Remissions Policy

Date: November 2018

Review Date: November 2019

Rationale

The aim of this policy is to set out the policy for charging and remission for school activities, trips and visits and other activities at Woodlands.

List of excluded charges

The school recognises that the legislation prohibits charges for the following activities:

- 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-sits(s) if the student is being prepared for the re-sit(s) at the school;
- 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;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip;
- 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 that enables a student to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges

- a. Board and lodging on residential visits (not to exceed the costs).
- b. The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs

- c. Charges for musical instrument tuition which are outside of the National Curriculum or prescribed external exam syllabus may be made for teaching either an individual student or groups of any appropriate size. Music tuition outside of school hours is provided by Southampton City Council, who raise the appropriate charges directly to parents.
- d. Cost incurred should a student not attend a public examination without valid reason for which an entry has been agreed.
- e. Re-sits for public examinations where no further preparation has been provided by the school.
- f. Costs of non-prescribed examinations where no further preparation has been provided by the school.
- g. Any other education, transport or examination fee unless charges are specifically prohibited.
- h. Breakages and replacements as a result of damages caused wilfully or negligently by students.
- i. Extra-curricular activities and school clubs where applicable.

Remissions

Students whose parents 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 school trips that are part of the National Curriculum. The relevant support payments are:

- a. Income Support;
- b. Income Based Jobseeker's Allowance;
- c. Support under part VI of the Immigration and Asylum Act 1999;
- d. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income as assessed by the Inland Revenue (contact HMRC for up to date maximum amount);
- e. Employment Support Allowance (income related);
- f. The guaranteed element of State Pension Credit.

Students qualifying for free school meals may be offered a reduced rate for participation in reward trips and can be considered for contributions towards other charges as appropriate. Money from the Pupil Premium is used to support a variety of activities for students who qualify for free school meals or Ever 6.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for activities such as visits and trips.

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

- a. That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b. 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.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.