



Roisia
— Middle School —
We care; they flourish

ROYSIA MIDDLE SCHOOL

CHARGING AND REMISSIONS POLICY

The Governing Body has adopted the Roisia Middle School Charging and Remissions Policy

Adopted by the Governing Body: *27 September 2016*

Chair of Governors: *D Brynjolffsen*

Review Date: September 2019

ROYSIA MIDDLE SCHOOL

CHARGING AND REMISSIONS

In accordance with the requirements of the 1988 Education Reform Act the following policy on charging for school activities has been agreed by the Governors.

1. The Governing body recognises the valuable contribution that activities including clubs, visits and residential experiences can make towards pupils' academic, personal and social education.
2. The Governing body reserves the right to charge for the transport, board and lodging element and related costs, for residential activities deemed to take place inside school hours and within the curriculum.
3. No charge is permitted in cases where an activity is provided:-
 - a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
 - b) specifically to fulfil statutory duties relating to the National Curriculum imposed by section 10(a) of the 1988 Act: or
 - c) specifically to fulfil statutory duties relating to religious education imposed by section 10(g) (b).

The requirements of the Education Reform Act mean that no charge can be made for the majority of day visits made by the children for the additional support of their school work. However, voluntary contributions can be invited from parents/carers with an understanding that, if there are insufficient voluntary contributions the activity will not take place.

4. Charges are made for instrumental music tuition, but some pupils may be entitled to remission. Information is available from the school office and/or the Leader of Music.
5. Charges may also be made for expendable materials used in Technology, Food Technology and Art where parents/carers have agreed in advance. No child will be excluded from activities such as Art or Design & Technology because of parents/carers not wishing or being unable to pay for the materials used. Where appropriate, if parents/carers wish to own the finished product they must agree to pay for them at cost, in advance
6. There may be cases of family hardship which may make it difficult for pupils to take part in particular activities, e.g. where the family is in receipt of:
 - Income Support or Income-based Job Seekers' Allowance;
 - Income-related Employment and Support Allowance;
 - Child Tax Credit with a taxable income of no more than 16,910 and not in receipt of Working Tax Credit;
 - Working Tax Credit during the 4 week period immediately after employment finishes after you start to work less than 16 hours per week.

In such cases parents/carers are asked to write, with proof, to the Headteacher, who may be able to offer full or partial remission of costs. For residential educational visits this will equate to at least the 'board and lodging' costs. Parents/carers who are granted remission will be invited to make a voluntary donation towards the remaining balance of the visit. The school will arrange for payments by instalments if this assists parents/carers.

7. Parents/carers will be charged for any loss of, or damage to, school property caused through the misconduct of their children.
8. The school will maintain strict confidentiality of all records relating to financial assistance.
9. ACTIVITIES OUT OF SCHOOL TIME

In the terms of the Act, lunchtime and after school activities are not considered to be within school time, and, provided they do not come within criteria (a) to (c) given at the beginning of this policy statement, charges may be legally made for these activities. The Governors only intend to make a charge where specific transport costs are involved or a significant amount of money is spent on materials or entrance fees in support of the activity. Parents/carers will be told about these in writing, if and when they occur, in advance of the activity taking place.

10. VOLUNTARY CONTRIBUTION

The Governors wish to endorse the Headteacher's commitment to the importance of first-hand experience, to the children's education and the great value of visits to places of interest in support of the school's curriculum. Whilst every effort is made to keep the cost of such visits to a minimum it will not be possible to finance them from the existing school's budget.

When a visit is proposed parents/carers will be informed of the amount of voluntary contribution that would be needed to cover the costs of the visit. The Governors hope that parents/carers will continue to support the work of the school in this way as many visits, both day and residential, will not take place without these voluntary contributions.

Whilst needing to fulfil the requirements of the Act the Governors are concerned to retain as much flexibility in the arrangements for charging as possible.

As has been the practice in the past the Headteacher will always consider sympathetically any case of financial difficulty – see particular benefits listed at 6. above. However if it has been determined that the level of voluntary contributions is sufficient to cover a major proportion of the cost of a visit it will go ahead and no child will be excluded.

11. REFUNDS

In the event of a visit generating a surplus following the visit taking place, the school agrees to a refund of no less than 5% of the total amount subject to a minimum of £5 refund per pupil. In the event of a pupil being unable to participate in a visit, a refund can only be offered on the production of a medical certificate, unless another pupil takes up the place and pays the full pupil cost of the visit.