

## Charging and Remissions Policy 2017 - 2019

<b>Date policy finalised:</b>	Summer Term 14/15
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<b>People involved in writing this policy:</b>	Senior Leadership Team School Governors
<b>Persons responsible:</b>	Head of Finance
<b>Committee responsible:</b>	Finance, Premises & HR Committee
<b>Display/availability:</b>	School Website From the school on request
<b>Next review date:</b>	Summer Term 18/19 or as required

### **Policy Objectives:**

To provide guidance for staff, parents, governors and other stakeholders on what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Introduction and Scope**

This policy has been formulated in accordance with the Local Authority guidance on Charging for School Activities updated in January 2009.

## **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.

## **Responsibilities**

The Governing Body of the School is responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered by the Principal.

## **Prohibition of Charges**

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- an admission application to any maintained school;
- 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 pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 pupil 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 pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

## **Charges for Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Parents must agree to their child participating and be willing to meet any charge of providing materials, books, instruments or equipment. These 'optional extras' may include:

- (a) board and lodging on residential visits
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment

- non-teaching staff and teaching staff engaged purely to provide an optional extra
  - non-prescribed public examination
- (c) any other education or transport unless charges are specifically prohibited
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and school clubs

### **Residential Visits**

These require pupils to spend 1 or more nights away from home and all children will have the opportunity for at least one such experience during their time at Swiss Cottage School.

The cost of board and lodging may be charged to parents of participating pupils but will not exceed the actual cost.

### **Voluntary Contributions**

Parents may, at the Principal's discretion, be invited to make a voluntary contribution for activities which are used to expand and enrich children's experiences, such as trips or workshops.

Any request made to parents will make clear to parents:

- (a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- (b) that registered pupils 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 Principal.

Voluntary contributions will be used to defray some or all of the cost of such activities (whether in relation to the specific activity in respect of which the contribution is requested or to such activities generally).

### **School Dinners**

School dinners are available at school for a standard charge as set by Camden Council or free for children whose parents/carers are on receipt of state benefits. Parents/carers of children eligible for FSM can apply through school.