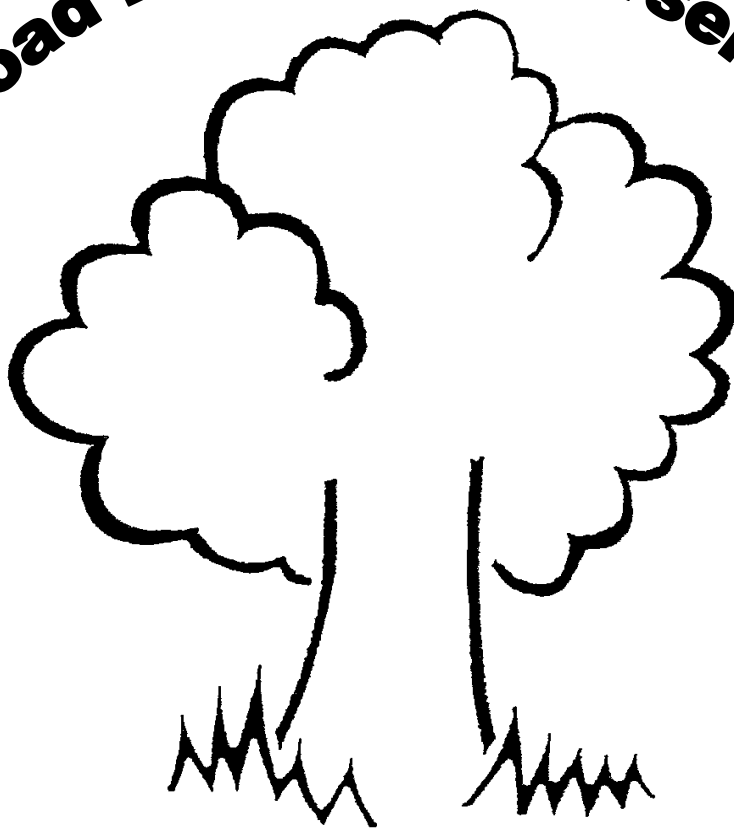


CHARGING AND REMISSIONS POLICY

2018

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Board's Finance and Strategic Development Committee.

Banks Road Infant and Nursery School



Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

GENERAL PRINCIPLES

1. Nottinghamshire LA is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. Nottinghamshire LA schools are resourced accordingly. It is not expected therefore that schools will charge for activities which have been resourced through their budgets.
2. The LA recognises the valuable contribution schools can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside school hours. The LA accepts that in these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.
3. In arranging activities for which a voluntary parental contribution may be sought, the LA expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.
4. The LA expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the LA recognises that each school governing board is responsible for its own charging and remissions policy. The LA would wish to encourage school governing boards, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The LA would also wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

CHARGING POLICY

General position

5. In recognition of its commitment to free education, Nottinghamshire LA does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

School governing board responsibilities

6. The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing board, although the LA expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

Activities organised by the LA

7. The LA may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's 11th session arts workshops. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the LA.

8. Pupils participate in these activities on a voluntary basis and the LA reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

Residential activities held during school hours

Charges may be made at the discretion of the LA for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for activities of this type will be at the discretion of the Director of Education, except in the circumstances described in paragraph 14 below. No pupil will be excluded from any of the activities due to an inability to pay.

Activities held outside school hours

Charges may be made at the discretion of the LA for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- non-teaching staff costs;
- materials, instruments and other equipment;
- entrance fees to places of interest;
- insurance costs;
- the expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Director of Education.

Pupil Referral Units

9. The LA manages several pupil referral units for children with behaviour difficulties, which are not attached to a specific school. The LA's charging and remissions policies for any activities arranged for registered pupils attending these units are explained in the appendix attached to this document.

REMISSION POLICY

10. The LA has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire LA and in certain cases is only available to those pupils who actually live in Nottinghamshire.

Sports clothing

11. The LA's school clothing assistance scheme provides for assistance to be given towards the cost of a pupil's clothing, including sports clothing, where the pupil's parents are eligible for certain benefits. Only pupils who live in Nottinghamshire are entitled to assistance under this scheme.

11th session arts workshops

12. The LA provides a range of 11th session arts workshops for pupils outside normal school hours. Pupils are expected to meet their own travel costs. However, the LA operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive free school meals or school access grants. The current level of assistance given amounts to the full travel costs involved less a defined parental contribution. The parental contributions are reviewed annually.

Environmental education

13. The LA provides a range of day and residential environmental education centres for pupils attending Nottinghamshire LA schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals.

Board and lodging charges for residential trips

14. Where the parents of a pupil are in receipt of Income Support, income-based Job Seeker's Allowance, support under Part VI of the Immigration and Asylum Act 1999 or Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by Inland Revenue) does not exceed the sum given in the Revenue and Customs rules, any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the LA or the school governing board, depending upon who funds the visit, provided that the activity:

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

This policy should be read in conjunction with the DfE publication:

"Charging for school activities. Departmental advice for governing bodies, school leaders, school staff and local authorities"

October 2014

This policy is subject to review each Spring term by the Finance and Strategic Development sub-committee of the Governing Board.

<u>THE POLICY WILL BE REVIEWED ANNUALLY.</u>
DATE OF REVIEW BY GOVERNING BOARD: June 2015, March 2016, March 2017, March 2018, March 2019
This policy was reviewed and ratified by the Finance and Strategic Development committee in March 2018. Signed: Chair of Governors _____ Date: _____