Charging and Remissions Policy

Policy reviewed by:	Finance and Staffing Committee
Meeting:	Spring
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Charging and Remissions Policy Statement

1. RATIONALE:

The Governing Body of Selly Oak Trust School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

2.CONTEXT:

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No student may be left out of an activity because their parents or carers cannot or will not make a contribution of any kind.

3.AIMS:

- To make school activities accessible to students regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, carers, students and the school.
- Acknowledge the cost of such activities to the school's budget.

4.CHARGES:

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school.

4.1. Residential Activities Taking Place Largely During School Hours:

The full cost to each student of board and lodging. Parents and carers have the right to be considered to claim free activities if they are in receipt of the following state benefits:

- Income Support.
- Income based Job Seekers Allowance.
- Support under section VI of the Immigration and Asylum Act 1996.
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold.
- Disability Living Allowance (DLA).
- Personal Independence Payment – received by the student.

4.2. Activities outside School Hours:

The full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

4.3. Individual Instrumental Tuition:

The full cost to the student for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

4.4. Remissions:

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Students will not be treated differently whether or not their parents or carers have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of 'Student in Need.' This will help support students/families with the purchase of items such as uniform and bus passes. When arranging a chargeable activity such parents or carers will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

4.5. Voluntary Contributions:

Voluntary contributions may be requested from parents to cover the cost of the following activities:

- Visits to museums (where charged.)
- Off-site educational centres.
- Cultural visits.
- Expeditions.
- Residential visits.
- Day visits as part of curricular activities.

When contributions are voluntary, in general the trip will go ahead if there are up to a maximum of 3 students who are unable to pay as they will be funded by the school. However, more than this number would result in the trip being cancelled.

The following Visitors may be offered a reasonable amount of refreshments in line with the school's welcoming ethos. This would apply to:

- Volunteers,
- Governors,
- Presenters,
- Attendees at special events.

Families on site out of school hours, e.g. parents/carers attending student shows, presentations or other celebration events, may have the opportunity to make a voluntary contribution for refreshments.

4.6. General:

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents or carers to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.