



# Charging and Remissions Policy

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<b>Lead/Nominated Governor:</b>	Mr William Taylor
<b>Responsibility of:</b>	Miss Joanne Kiernan
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## Charging and Remissions Policy

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Approved by Headteacher	
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This document sets out the Charging Policy of Highfield School and provides information to parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

### **Educational Visits, Extra-curricular activities and independence skills.**

The Governors will support off-site activities which the Head Teacher considers to be of good educational value and intrinsic to the curriculum.

Where costs are above a normal cost of a curriculum activity, parents may be asked to contribute so that each activity is part-funded. Staffing and transport costs will be met by the school. If funds received are insufficient, the visit may be underwritten by the school or cancelled, at the discretion of the Head Teacher.

### **Voluntary Contributions for Non Curriculum Activities**

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the entire cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity without affecting the school budget allocation. Staff costs will always be met by the school. There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others.

Parents have the right to know how each trip is funded and the school will provide this information on request.

### **Residential Visits**

The school organises residential visits in school time for which there is no charge made for the education element. A charge will, however, be made to cover the cost of board and lodgings. Activities which take place out of normal school hours, costs of hiring trained staff for specialist activities will be charged in addition to board, lodgings. Staff costs will be met by the school and a contribution to help with transportation will be requested.

### **Swimming**

The school organises swimming lessons for Year 7 students. These take place in school time and, although they exceed the National Curriculum requirements, the school does not levy a charge to parents.

### **Horse Riding**

The school organises horse riding lessons for Year 8 students. These take place in school time and, although they exceed the National Curriculum requirements, the school does not levy a charge to parents.

### **After School Activities**

Where these are provided there will be a charge to cover costs, unless the school received funding from other sources such as grants.

**Damage**

In cases of wilful or malicious damage to equipment or breakages, or loss of School books or equipment, the school will render the parent liable for the cost of repair or replacement.

The School does not accept liability for any items of personal property lost or damaged whilst students are attending school or extra-curricular activities.

**Free School Meal Eligibility**

Students who are eligible for Free School Meals are able to attend after school clubs free of charge, can attend extra-curricular school trips free of charge, can attend residential visits free of charge and can have school dinners free of charge. The School received additional funding through Pupil Premium for all students registered for Free School Meals.

To apply for Free School Meals parents/carers must be in receipt of ONE of the following benefits:-

- Income Support
- Income-based Jobseekers Allowance
- Income related Employment Support Allowance (ESA)
- Child Tax Credit with an annual income, assessed by the Inland Revenue that does not exceed £16,190 and not receiving working tax credit.
- Universal Credit
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999