



**Low Road and Windmill
Music Federation**

CHARGING AND REMISSIONS POLICY

Jan 2020

Reviewed by Governors 2021

Charging and Remissions Policy

1. Introduction

1.1 This policy is compiled in accordance with DoE requirements and S457 of the Education Act 1996.

1.2 The Governing Body and Head Teacher will jointly consider and determine how the school will subsidise part or all of the payment of some charges for certain activities and pupils.

1.3 The Policy will be reviewed on a 3 yearly basis and will take into consideration any financial implication, for the school budget, when making its decision. Any issues arising from time to time will be referred to the Finance and General Purposes Committee for a decision and the policy amended as appropriate.

1.4 As a general principle, charges / remissions will be determined as outlined in this policy.

2.0 Educational Visits & Visitors

2.1 Day Visits

The Governors and Staff of Low Road and Windmill Music Federation believe that educational visits are a valuable part of school life, can be used to enhance the curriculum and thus motivate and inspire the children.

- Each year the Governing Body will allocate school funds to each year group to help subsidise the costs of educational visits.
- As the school does not have the necessary funds to cover the total cost of all such visits it will ask parents/carers to make voluntary contributions towards the cost. If a parent/carer does not contribute, their child will still be eligible to take part.
- The cost of each child going on a visit will be communicated in a letter to parents/carers setting out the amount of voluntary contribution needed to enable the trip to take place. If the total sum of voluntary contributions proves to be insufficient it may be necessary to cancel the visit.

2.2 Residential Visits

For residential visits in school time, the school will

- charge for board and lodging,
- ask for voluntary contributions towards other costs, e.g. transport, entrance fees, etc.
- Residential visits outside school time will be charged for at full cost.
- parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
 - Universal Credit in prescribed circumstances;^{6 5} See section 452 of the Education Act 1996 for guidance as what counts as during school hours. ⁶ The government plans to prescribe the circumstances when Universal Credit is fully rolled out. ⁷
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - support under part VI of the Immigration and Asylum Act 1999;

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

2.3 Remission for cost of visits and visitors

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit.

Children of families who receive these payments are also entitled to free school meals. Parents/carers who are eligible for the remission of charges will be dealt with confidentially. The Executive Headteacher and Chair of Governors will authorise the remission of charges.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

4. Admissions

There is no admission charge for entry into the school

5. Materials

The school will not normally charge for materials used by pupils in school. Its policy is always to ensure good value for money and to keep costs to a minimum.

However, the school does reserve the right to ask for a voluntary contribution if the materials used are particularly expensive and the items made are taken home or eaten by the pupils- e.g. baking materials or design /technology materials.

6. Lost library books

A charge will be made for the replacement of lost books. When borrowing a book, parents and children accept responsibility for the safe return of any book borrowed from the school.

7. Broken equipment or non-accidental damage to school property

A charge will be made for the replacement or repair of any equipment or property damaged or destroyed in a non-accidental manner.

8. Lettings

Charges will be made for the hire of the school premises out of school hours. The school operates a separate Lettings Policy.

9. Uniform & equipment

School Jumpers and cardigans can be purchased from the school at a subsidised cost. Book bags and water bottles are sold at a direct cost of the product charged by the supplier.

10. Meals, Milk and Breakfast Club

10.1 Breakfast Club

- ☑ Entry to the breakfast club is free and pupils may join in with the activities provided.
- ☑ A range of foods are available – at a price determined by the school's catering provider.

10.2 Meals

- School dinners are available Monday to Friday at a cost determined by the school's catering provider.
- All pupils in KS1 will receive a free meal as part of the Universal Free School Meal Programme.
- Children in KS2 whose families are eligible for free school meals will also receive a free meal.
- Parents are advised to check with the school office regarding eligibility for free school meals. It is **very important** that they are claimed. The school office will help with any application.

10.3 Milk

- School milk is available to the whole school.
- Pupils in Nursery and Reception receive this free of charge.
- Any pupil in receipt of free school meals (**not** the Universal Free School Meals) will also receive milk for free.
- A charge per term will be made for all other children. The charge is determined by the school and set at a level that covers the direct cost of milk to the school by its supplier.

The current charges in place for meals and milk can be found on the school's web site.

11. Music tuition

At present no charge is made for music tuition provided for pupils.

12. Extended services

The Federation is dedicated to providing a well-rounded and extensive education for all pupils, which includes a wide range of extra-curricular activities (extended services).

Extended services enable the school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement.
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

As part of this 'after school clubs' are provided which are mostly free of charge to all attending pupils. Any charges made will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

13. Reprographics

The school will make a charge to recover any costs associated with printing, photocopying, administration and postage.

- For paper copy requests for policies.