

Charging and Remissions Policy.

1 Introduction

The Governing Body recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards pupils' personal and social education.

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

While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the Governing Body reserves the right to make a charge for certain activities organized by the school from time to time.

2 Charging

2.1. Optional extras

The school endeavours to provide a range of activities which are held outside the compulsory curriculum.

Parents/carers will be notified in advance of any such activities and their estimated cost, and asked to make a contribution. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of: the pupils' travel cost; the pupils' board and lodging cost; materials, books, instruments, and other equipment; extra staff costs; entrance fee to museums, castles, theatres etc; insurance costs; the expenses only of participating teachers engaged on a separate contract to provide an 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

2.2. Charging for residential activities

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees etc. Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

2.3. Materials, Equipment and Ingredients

The Governing Body reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design and food technology lessons for pupils.

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply school uniform including PE Kit).

2.4. Music Tuition

There is a charge for individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.

2.5. Community Users

The school may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs. See Lettings Policy.

2.6. General

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence.

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/carers to make a voluntary contribution towards the cost of providing education for pupils.

3. Remissions

Parents/carers may apply to Horringer Court Middle School for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items.

This is available on a case by case basis. The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers should write to either Mrs T Johnson

(Headteacher) or Mrs C Field (Deputy Headteacher) and, if requested, provide proof of their income or benefit.

Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors. All parents/carers, however, will have the right of appeal to the Governing Body, normally represented by the Chairman or Vice-Chairman of Governors.

At the discretion of the Headteacher parents/carers in receipt of one of the following will be given full or part remission of charges:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, as long as they do not receive Working Tax Credit **and** their taxable income is less than £15,860* (from 6 April 2012) as shown on their Tax Credit Award Summary .

**See [HM Revenue & Customs: Tax credits, Child Benefit and Guardian's Allowance](#)*

- The Guarantee Element of the State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after employment finishes or after parent/carer starts to work less than 16 hours per week
- Incapacity Benefit
- Widowed Parent's Allowance
- Other exceptional circumstances not falling within the criteria listed above.

In the case of uniform support, the pupil must at least:

- Have more than one term remaining at Horringer Court Middle School OR
- Be starting at the school the following term.