



Codsall High Federation of Schools

Charges & Remissions Policy

RATIONALE

This policy complies with the charging regulations laid down in the 1988 and 1989 Education Reform Acts with the LA policy on charging as revised in January 2017.

- The Schools take the view that charges will not be made for providing an education for students at Codsall High Federation of Schools.
- The Schools recognise the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards students' personal and social development.

PURPOSES

- To ensure that all students have Full and Free access to the school curriculum.
- The Schools will not charge for any activity which is ESSENTIAL to a course of examination requirements.
- All other visits and activities will be funded by voluntary contributions from participating students. If however insufficient contributions are made the trip will not go ahead.

GUIDELINES

- No charge to be made for entering a student prepared by the school for any approved public examination, or activity relating to this.
- The schools will seek to recover from parents the cost of any examination fees wasted without good reason.

- If parents notify the school they wish to own a finished article they will be required to supply or pay for materials or ingredients.
- Parents will be asked to pay for the costs of repairs, lost books or equipment resulting from inappropriate student behaviour.
- Voluntary contributions will be sought for 'optional extras' provided or offered by the school including theatre trips, concerts, sport centres and holidays.
- Where a school activity involves students spending a night or nights away from home charges will be made for board and lodgings.
- Principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.
- Families suffering financial hardship and those in receipt of income support, income based job seeker's allowance, child tax credits may be eligible for help and Heads of House and Assistant Heads of Inclusion will make every effort to treat each case with confidentiality and assist where possible.
- Charges will be made for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing.

CONCLUSION

This Schools' policy on charging is based on the principle that no child shall be excluded from any education activity within the school day. Voluntary contributions will be requested only when appropriate.

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is

being prepared for at the school, or part of the schools basic curriculum for religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

(For any other charges which are to be made the policy must set out below the remissions which will apply to each charge. If charges are not to be made the corresponding remission does not exist).

LETTINGS

The school will review its agreed lettings charges on an annual basis usually during the autumn term, and any changes will be agreed by Governors.

VOLUNTARY CONTRIBUTION

The responsibility for determining the level of voluntary contribution is delegated to the Executive Head Teacher.

POLICY REVIEW

This complete policy will be reviewed every year.