



Charging and Remissions Policy

Date Approved by the school: 20th January 2020

Review Date): Spring 2023

Signed (Executive Head Teacher):

Date:

Chair Governing Body:

Date:

Growing as a learning community through Joshua 1:9, we endeavour to seek what is good, treasure what is true, do what is right. Rooted in our Christian understanding of who we are before God, we strive to be fearless advocates of this, dedicated to service and the flourishing of peace.

Monken Hadley recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education and aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions, and Lettings Policy. Parents have a right to ask for this information and a summary must be included in the academy prospectus and on the academy's website.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

Voluntary Contributions:

Voluntary contributions will be sought for activities such as day trips. However, contributions will be genuinely voluntary and children will not be excluded because their parents do not pay.

Where necessary, voluntary contributions will be calculated to include subsidies for low income families and travel by accompanying teachers. Proposed activities will be offered to a distinct group such as a class or year group, not only those showing a willingness to pay.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with an activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the National Curriculum or religious education (non-chargeable education). A charge may be made, however, for board and lodgings on any residential educational visit.

1 Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a small charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

2 Music Tuition

Monken Hadley levies charges in respect of individual music tuition and of group music tuition up to and including 5 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

3 Residential Activities / Activities Outside Academy Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

A day visit is in school hours if:

- 50% or more of the total time (including travelling) occurs in school hours.
- As mentioned above, school hours do not include the normal midday break.

A residential visit is in school hours if:

- The number of sessions missed is 50% or more than the number of half days spent on the visit (including travel).
- A session equates to a registration session (i.e., 2 per day).
- A half-day is a 12-hour period ending at midday or midnight.

4 Damage / Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

5 Other charges

The Head Teacher may levy charges for miscellaneous services up to the cost of providing such services.

Remissions Policy:

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. To qualify for consideration under the remissions policy, parents must be in receipt of Free School Meals. Under current regulations, children whose parents receive the following support payments are eligible for free school meals:

- 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.