



CHARGING AND REMISSIONS POLICY

Purpose of the Policy

At Green Lane, we believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. This Charging and Remissions Policy outlines how we will do our best to ensure that a range of experiences is offered whilst trying to minimise the financial barriers which may prevent some pupils taking full advantage of what is offered.

The Policy is based on advice from the Department for Education and The Education Act 1996 sections 449-462 and complies with our Funding Agreement and Articles of Association.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Head Teacher, Staff and Governors will ensure the following apply:

No charges will be made for:

- Education provided during school hours.
- Education outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or the school's basic curriculum for Religious Education.
- Tuition for pupils learning musical instruments if the tuition is required by the National Curriculum.
- Education provided on school trips during school hours. However, Governors have agreed that voluntary contributions may be requested.
- Transport provided in connection with an educational visit. However, Governors have agreed that voluntary contributions may be requested.

Charges can be made for:

- Activities outside school hours (non-residential) other than those listed above e.g. extra-curricular clubs.
- Residential activities (board and lodging costs) taking place during school hours. However, parents in receipt of support payments, listed below, may not be charged board and lodging costs.
- Residential activities taking place outside school hours.
- Music tuition offered by Tees Valley Music Service.

Voluntary Contributions

As an exception to the conditions set out above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not be otherwise possible. Some activities where school may ask parents for a voluntary contribution include:

- Trips and visits
- Visitors and additional activities linked to year group topics
- Theatre groups/workshops

If an activity cannot be funded without voluntary contributions, this will be made clear at the outset. It will also be made clear to parents that there is no obligation to make any contribution, and no child will be excluded if a parent is unable or unwilling to pay. Parents can pay in installments via ParentPay if this is helpful.

If insufficient voluntary contributions are raised to fund an activity, then it must be cancelled and this should be made clear to parents.

When making requests for voluntary contributions, parents must not be made to feel pressured into paying as it is voluntary and not compulsory.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge.

Remissions

In some circumstances the school may not charge for items and activities outlined above. This will be at the discretion of the Governing Body.

Residential Visits – Parents who can prove they are in receipt of the following support payments will be exempt from paying for the cost of board and lodging for residential visits:

- Income Support
- Income Based Jobseekers Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the sum outlined in HMRC rules.
- The guarantee element of State Pension Credit

Parents who are not charged for board and lodging will be asked to make a contribution towards other costs which may be incurred e.g. transport, activities.

Additional categories may be considered jointly by the Governing Body and Head Teacher where it is decided that additional help is justified.