

Policy Name	Charges and Remissions Policy
Contact Person	Mrs V.Gregory
Committee	Finance
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MOOR HALL SCHOOL- POLICY FOR CHARGES AND REMISSIONS FOR SCHOOL ACTIVITIES 2017/2018

Mission Statement

Moor Hall is a caring school which aims to create a stimulating, learning environment in which every individual has the opportunity to fulfil their own potential.

Introduction

Moor Hall School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- participate fully in school curriculum
- contribute to all aspects of school life
- be a valued partner in the process of education

We aim:

- to make school activities accessible to all students regardless of family income
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

School governing bodies and local authorities **cannot** charge for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment.)

School governing bodies and local authorities **can** charge for:

- Any optional extras (see details)
- Music and vocal tuition, in limited circumstances (see details)

Voluntary Contributions

The school is able to ask for voluntary contributions for any school activities. If the activity cannot be funded without voluntary contributions, it is the duty of the school to inform parents at the onset. Parents **must** be made aware that there is no obligation to make any contribution.

If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Parents must be made aware of this fact.

Visits/ trips wholly or partly in school hours

No charge can be made for activities that take place within normal school hours. Music lessons are an exception to this rule. Where an activity takes place partly during and partly outside school hours there is a basis for determining whether it is deemed to take place either inside or outside school hours. If the activity takes place for 50% or more of the school day it is deemed to take place in school hours.

A charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Governors have agreed that there should be a fund to support educational visits. The amount in this fund will be reviewed annually. Families entitled to financial support should contact the school if help is needed. (information can be obtained from the school office and details are also given in the school prospectus when pupils join the school)

Residential visits

Schools **cannot** charge for education provided on any visit that takes place during school hours.

Schools **can** charge for board and lodging and the charge must not exceed the actual cost.

Music Tuition

The cost for optional extras such as music tuition can be charged for. It is the policy of the school that the cost of private tuition should be borne wholly by parents so that the cost to the school is minimal. Charges will be made for teaching either an individual pupil or groups of pupils of any appropriate size.

Charges can be made for:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The costs or a proportion of the costs for teaching staff employed to provide tuition to play a musical instrument, where the tuition is an optional extra.

Other activities for which charges may be made:

Swimming and Transport

Parents are expected to contribute towards the cost of transport to the swimming pool during the period of time that pupils are taking part in the activity. The cost is reviewed annually and parents are made aware of any changes and the reasons for the change.

Design Technology

Provision is made by the school for materials and equipment for all practical activities. Parents will be advised by teaching staff of planned activities for each term and an indication of any additional cost will be advised. All activities will continue to take place even if voluntary contributions do not cover the cost of the activity.

REMISSIONS

Children whose parents are in receipt of one of the following support payments will be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant payments are:

- (a) Income Support (IS);
- (b) Income Based Jobseekers Allowance (IBJSA);
- (c) Support under part VI of the Immigration and Asylum Act 1999;
- (d) 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);
- (e) The guarantee element of State Pension Credit; and
- (f) An income-related employment and support allowance (irESA) that was introduced on 27 October 2008.

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities. Pupils will not be treated differently whether or not their parents have made a contribution.

The Finance Committee may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship.

The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

Agreed by the Finance Committee

SignedDated.....

Agreed by the Full Governing Body

SignedDated.....