

The Saints Federation



Charging and Remission Policy

Formally adopted by the Governing Board of:-	The Saints Federation
On:-	
Chair of Governors:-	
Last updated:-	

1. Introduction

This policy is intended for staff, parents, The Interim Executive Board (IEB) and any other persons concerned with charging and remission. It does not replace Norfolk County Council's Policy on charging and remission but is in addition and complimentary to it. The person responsible for charging and remission is the Executive Headteacher Esme Sexton.

2. Aims

The Saints Federation aims to provide an inclusive charging and remission policy for all pupils.

3. Procedures for Charging

Charges will be made in respect of:

- Ingredients and materials for practical activities outside the curriculum (e.g. cooking, craftwork, design and technology items, sport).
- Vocal or Instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. This charge will include the cost of the teacher giving tuition, the cost of the sheet music and the hire (including maintenance and insurance of the musical instrument). No charge may be made in respect of a pupil who is looked after by the local authority.
- The cost of travel when a pupil makes use of transport not provided by the Local Authority or school to travel direct from home to an activity sanctioned though not provided by the Local Authority or school.
- Board and lodging in all cases where a school activity involves pupils in nights away from home.
- All non-residential activities which take place wholly, or more than 50% outside school hours where the child's participation has been agreed by the parents.
- Residential trips deemed to have taken place outside school hours (eg. Where the number of 'missed' school sessions is less than 50% of the number of half days taken up by residential activity). The charge will include the cost of travel, entrance fees, insurance, board and lodging, materials, books, equipment, non-teaching and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.

4. Voluntary Contributions

The Saints Federation may seek voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. Parents will be made aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

5. Public Examinations

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

6. Remission of Charges

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

7. Difficulties making payments

Parents who have difficulty meeting any charges should discuss the matter in confidence with their class teacher