



Millbrook School Charging and Remissions Policy

**Author: Millbrook School
Date of issue: January 2018
Review date: January 2020**

Introduction

The Governing Body of Millbrook School recognises the valuable contribution that a range of activities, including trips, clubs and residential experiences, can make towards pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

- This policy has been informed by A Guide to the Law for School Governors.
- Relationship to other school policies.
- This policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 which set out the law on charging for school activities in maintained schools in England.

Definitions

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

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during the normal school day (between 9.00 am and 3.15pm). This includes the supply of any materials, books, equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a public examination, which the pupil is being prepared for at the school, or part of religious education.

Chargeable activities:

Unless the teaching is an essential part of either the National Curriculum, a public examination syllabus being followed by the pupil(s), or for religious education we will make a charge.

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Optional extra activities provided outside of the school day, for example French Club, P.E training from outside agencies and after school care. From time to time, this may include a visit to the theatre, or other opportunities to provide extended cultural or learning opportunities beyond a school remit.
- Board and lodgings on residential visits (subject to remission arrangements).
- Teaching an individual pupil or groups of up to four pupils to play a musical instrument.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

NOTE: If the company providing the activity seeks early deposits to secure the booking, these are publicised to the parents as non returnable in paperwork outlining payment dates and detail of breakdown of costs.

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. **There will be no levy on those who can pay to support those who can not. Support for cases of hardship will come through voluntary contributions and fundraising.**

Voluntary contributions:

The school may ask for voluntary contributions for activities during the school day which entail additional costs, for example, leaders of Workshops, brought in to enhance the learning beyond the remit of the National Curriculum, visiting authors, artists, sports coaches or other providers of opportunities above and beyond what would be expected in a normal school day, subject to the following condition:

- Any children of parents who do not wish to contribute will not be treated any differently and no pupil will be prevented from participating because his/her parents/carer cannot or will not make a contribution. however where there are insufficient contributions to make the activity viable, the activity may be cancelled.

Remissions

In some circumstances the school may not charge for items or activities set out in the sections above. This will be at the discretion of the governing board and will depend on the activity in question and for Parents and carers who can prove they are in receipt of the following benefits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999 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 £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Those parents falling within these categories are actively encouraged to contact the Head in confidence so that subsidy via grant or school Budget Share can be organised, if it is possible to do so.

There may also be discretionary support for families who have had a change of circumstance, or those who have 2 or more siblings involved in the school event or journey. This will be decided by the Head.

Monitoring arrangements

- The Head Teacher monitors charges and remissions, and ensures these comply with this policy.
- This policy will be reviewed by the governors every 2 years.
- At every review, the policy will be approved by the governing board.

Revision History

January 2018	General re-write from March 2016 issue
March 2016	First issue