

# **Donington Cowley Endowed Primary School**

## **Charging & Remissions Policy 2014**

### **Principles**

The governors recognise that education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours or is required by the National Curriculum. The lunch hour is not considered to fall within school hours.

No charges will be levied for activities provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination
- Specifically fulfil statutory duties relating to the National Curriculum
- Specifically fulfil statutory duties relating to Religious Education

Items for which pupils may be charged:

- Individual musical instrumental tuition
- Equipment, tuition fees or transport connected with out of school activities
- Board and lodging for residential trips
- Re-scrutiny of an examination result at parent's request

### **Charging Parents for Breakages and Fines**

Parents may be asked to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost book etc where the damage occurs as a result of a pupil's behaviour.

### **Voluntary Contributions by Parents**

Parents may be invited to make voluntary contribution towards the cost of an activity for which a charge may be made, but such requests must make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil will be excluded from the trip because their parents have not contributed.

Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents from making a voluntary contribution over and above that cost.

## **Educational Visits and Journeys**

### **Board and Lodging on Residential Visits**

- Charging will be made for this element of the visit only. Other elements of the visit will be financed by voluntary contribution or by other sources.
- If the visit is wholly or mainly in school hours, children whose parents are in receipt of the following benefits are entitled to the remission of these charges.
  - Universal Credit in prescribed circumstances
  - Income Support (IS)
  - Income-related Employment and Support Allowance
  - Income Based Jobseekers Allowance (IBJSA)
  - Support under part IV 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 £16,190
  - The guarantee element of State Pension Credit
  - Working tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

### **Lettings**

The school follows Lincolnshire County Council's policy on minimum letting charges.

Governing Body Agreement:

Signed \_\_\_\_\_ Chair of Governors