

	Charges and Remissions Policy	
	Policy Author	Jacqueline Keenes
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	Governor lead	Julia Morris
	Governor Committee	Resources
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	Review Responsibility	Jacqueline Keenes
	Links to other policies	Curriculum, Teaching & Learning
	Status and Review	Statutory / Three yearly

The General principles in this policy are established by The Education (School Session and Charges and Remissions) (Information) (England) Regulations 1999.

1. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 9.30am to 3.25pm

2. Roles and responsibilities

The headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, music tuition, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

3. Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example extra curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

4. Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

5. Residentials

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

6. Calculating charges

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't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the free school meal eligibility criteria. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

7. VAT and School Journeys

To enable West Hill to reclaim VAT on school journeys the visit should be part of the curriculum and West Hill should have purchased all elements, apart from accommodation directly and not via a travel/tour operator.

8. School Minibuses

Any transport provided in school hours by the LA or West Hill to carry pupils between West Hill and any other place where education is to be provided by the LA or West Hill must be provided free of charge. However, if a pupil makes use of transport not provided by the LA or West Hill to travel direct from home to an activity sanctioned, though not provided by the LA or West Hill, then parents may be asked to meet the cost of such travel. AN EXAMPLE OF THIS WOULD BE TRAVEL DIRECT FROM HOME TO WORK EXPERIENCE AND VICE VERSA.

Only West Hill's pupils, staff or parents may travel at a charge in West Hill's minibuses. West Hill may charge for transport in its minibuses only if they hold a permit which exempts West Hill from Public Service Vehicle (PSV) operator and driver licensing requirements. (currently calculated at 45p a mile). A permit is not required if no charge is made. West Hill should apply for a permit for each minibus. West Hill may not raise funds to make a profit by charging for travel in its minibuses.

9. Charging in Kind

The cost of ingredients, materials, equipment etc., needed for practical subjects such of craft or food technology, must be budgeted for and borne by West Hill. Parents who are willing to contribute in case or kind can, however, be encouraged to do so on a voluntary basis. West Hill may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product, if there is one. West Hill should obtain written confirmation from parents that they wish to supply or pay for materials on this basis. Pupils must not be treated differently according to whether or not materials are being provided by their parents. The governors' charging policy should make their policy on this clear. It should be recognised that much of the practical work in craft or food technology is of an investigative nature and will not necessarily result in a "finished product", however this is an essential part of the learning process.

10. Breakages and Fines

There is nothing to prevent West Hill from asking parents to pay for the cost of replacing a broken window or defaced, damaged or lost text book where this is the result of a pupil's behaviour. Parents cannot, however, be taken to court for this money.

11. Arrangements for monitoring and evaluation

The Governing Body delegate to the SLT to monitor the impact of this policy. This will be by looking at the financial analysis on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.