



Arbour Vale School

Specialist Sports College

Charging and Remissions Policy

November 2017

1 APPROVAL

Chair of Governors

Signature	
Printed Name	
Date of Approval	

Headteacher

Signature	
Printed Name	
Date of Approval	

Review Date	16/01/2018
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3 DOCUMENT CONTROL

Document Detail

Title:	Charging & Remissions Policy
Version:	0.1
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Change Control

Issue Date	Version	Details	Author

Referenced Documentation

<u>Reference</u>	<u>Document Name</u>	<u>Author</u>

<u>Review Frequency</u>	<u>Annually</u>
Committee	

4 INTRODUCTION

4.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested.

5 VOLUNTARY CONTRIBUTIONS

5.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include pupils whose parents have not made a monetary contribution. We do not treat these pupils differently from any others.

5.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. The school often pays additional costs in order to support visits. Parents have a right to know how each trip is funded. The school provides this information on request.

5.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- Residential educational visits;
- sporting activities which require transport expenses;
- outdoor trips such as fishing;
- visits to the theatre or cinema;
- musical events both in and out of school;

6 RESIDENTIAL TRIPS

6.1 If the school organises a residential educational visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. We do, however, make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties, they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy).

7 SWIMMING

7.1 The school organises swimming lessons for KS2, KS3 and Post 16 pupils (different groups across the year). These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity as funding received does not fully cover this. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons.

8 ACTIVITIES OUTSIDE SCHOOL HOURS

8.1 No charge is made for activities that are outside of school hours and are part of the curriculum. We may, however, ask for a contribution towards materials. For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

9 DAMAGE/LOSS TO PROPERTY

9.1 In cases of wilful or malicious damage to equipment or breakages or loss of school equipment on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

10 LETTINGS

10.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the full Governing Body and forms part of our separate Lettings policy.

11 OTHER CHARGES

11.1 The Headteacher and the Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

12 REMISSIONS POLICY

12.1 If the parent, guardian or carer of a pupil is in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit

Charges in respect of board and lodging will be remitted in full.