

Ling Bob J I & N School

Leading Inspiring Nurturing Guiding – Bringing Out the Best

Charging and Remission Policy

Review and ownership

The Charging and Remission policy has been written by Ling Bob J. I & N School. The policy has been reviewed and agreed by the senior leadership team and approved by governors.

The policy will be reviewed annually or when any significant changes occur.

All amendments to the policy will be discussed in detail with all members of staff.

Title	Ling Bob J, I & N School Charging and Remission Policy
Version	1.3
Date	March 18
Author	Ling Bob J, I & N School
Approved by headteacher	
Approved by governing body	20/3/18
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Modification history			
Version	Date	Description	Revision author
1.0	January 15	Jan 15 update	PS/ ES
1.1	January 16	Jan 16 update	PS/ ES
1.2	March 17	March 17 update	PS/ES
1.3	March 18	Update	SJ

Introduction

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 individual or group music tuition.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the pupils, the school invites parents to contribute to the cost of the trip/special visitor experience to school. We will make it clear to parents that all contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip/activity. If a trip goes ahead, it may include pupils whose parents have not paid any contribution. We do not treat these pupils differently from any others.

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 will allow the pupil to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit, or may approach a charity. Parents have a right to know how each trip is funded. The school provides this information on request.

In the case of particular hardship the Governing Body will invite parents to apply in confidence for the remission of charges for any activity for which a charge is made. Authorisation of the remission is made by the Headteacher in consultation with the Chair of Governors.

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

- visits to museums;
- sporting activities outside the normal PE lessons;
- outdoor adventure activities;
- visits to the theatre;
- musical / theatre events
- Extended School activities

Residential visits

If the school organises a residential 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 or travel expenses. However, we do make a charge to cover the costs of board and lodging. This is with the exception of pupils whose parents are in receipt of the following benefits:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 £16,190 (Financial Year 2013/14);
- The guaranteed element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Note: Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodgings on residential visits have been aligned with free school meals eligibility criteria.

We will inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Music tuition

All pupils study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The provider makes a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for identified groups of children in Key Stage 2.

These take place in school time and are part of the National Curriculum. We make no charge

for this activity. We inform parents when these lessons are to take place and notify them of the equipment they will need.

Extended Schools Clubs

The school offers a range of activities before and after school and occasionally in school holidays. A qualified coach, who may be a member of the school staff, runs and organizes these sessions. Children are also provided with a drink and snack. We make a small charge for these sessions.

Breakfast Club

The school offers a Breakfast Club which runs from 8.00am – 8.45am each day during term time and is available to any child attending the school (apart from Nursery children). Children are provided with breakfast and supervised activities. We make a charge for this service and parents are invoiced monthly in advance as per the Breakfast Club Terms and Conditions document.

Damage or Lost Property

For damage which is caused deliberately and the person responsible is identified, the costs will be charged to the parents by invoice for the full amount.

When school property is damaged or lost eg reading books parents will be asked to reimburse the school for the cost of a replacement.

Current Charges

These charges apply as at January 2018.

Breakfast Club:	£3.00 per child per day, payable monthly in advance
Extended Schools:	60p per session payable half termly in advance
Grub Club:	£2.00 per session payable half termly in advance
School Dinners:	£1.80 per day per child and £2.20 per adult