

Meppershall Church of England Academy

CHARGING & REMISSION POLICY

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Responsible member	Margaret Newman
Governor	TBC

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Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and those items where there may be a charge. The policy has been informed by the LA policy and the DCSF guidance.

Definition

The school day is defined as: 9:00 am – 3:30pm. The midday break does not form part of the school day.

Responsibilities

The Head of School will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Policy Statement

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 such 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 in the form of voluntary contributions. Voluntary contributions may also be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

Optional activities outside of the school day

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

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside 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.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside 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 or won't.

Support for cases of hardship will come through voluntary contributions, fundraising and School funds. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible Benefits

Parents who are in receipt of the following benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges:

Income support

Income-based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current limit.