



Charging and Remission Policy

Aims

We believe that direct experience beyond school is a very valuable part of everyone's learning. Students at The Elmgreen School are offered a varied programme of enrichment and extension activities, visits out of school including residential and practical experiences. We shall do our utmost to ensure that all our students have the opportunity to benefit from such experiences.

Within the provisions of the Education Act 1996, the governing body, whilst committed to the continuing principle of free school education reserves the right to charge for some activities. All educational activities that take place wholly or mainly during normal teaching hours should normally, and wherever possible, be available to all students regardless of their parents' ability or willingness to meet the cost. Normal teaching hours are defined as 8.30am to 3.15pm in term time.

Procedures

The Governing Body recognises the need to charge for some additional activities including instrumental music lessons, field trips, concert and theatre visits and those provided wholly or mainly out of school hours. It will also need to invite voluntary contributions towards educational activities, which can only take place, if sufficient contributions are received to cover the relevant costs.

In cases of family hardship that is not covered by the exemptions below, parents may apply, in confidence, to the head teacher for exemption from such contributions. However, we hope that parents will realise that there comes a point when a visit or activity is not viable if sufficient contributions are not forthcoming.

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 students participating. There will be no levy on those who can pay to support those who cannot.

The school asks for parental contributions to our School Fund each year.

The Table below indicates the charges that will be made. It also covers charges related to examination fees in specific cases.

Activity	Comment
Instrumental music tuition	A Charge will be made towards the total cost. Charges will be reviewed before the start of each academic year. A charge will be made for examination entry.
Transport to Work Experience/Work Related Learning	Parents will pay directly (except stated in the statement where the statement refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits	Parents are to be charged.
Re-scrutiny of exam results on parental request.	Parents to pay all charges.
Exam entry for prescribed exam for which students have not been prepared by school	Parents to pay all charges. Exemption for examinations in a student's additional language
Entry for an exam which is not on prescribed list where preparation takes place outside school hours	A charge will be made.
Recovery of wasted exam fees.	Parents to be charged.
Educational visits and field trips.	Parents will be asked for a voluntary contribution.
Damage to School property	Parents will be charged for deliberate damage

Remitting of Charges and Fees

The charges will be waived where parent or carer is receiving the one or more of the following that would make a student entitled to a free school meal:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Working Tax Credit during the four-week period immediately after their employment finishes or after they start to work less than 16 hours per week.
or
- Being paid Universal Credit as part of the Universal Credit Pathfinder scheme

In these circumstances the school will bear the cost from its budget, from voluntary school funds or any other such funds as may be available to the school from other sources.

Students who classified as free school meals ever 6 and therefore eligible for pupil premium grant will have charges remitted by use of the grant received by the school. For the following Activities/services charges will not be remitted (this list will be reviewed annually):

Activity	Comment
Use of a school locker	One off deposit of £5
Replacement Locker key	Charge of £3.75
Replacement lunch card	Charge of £3
Replacement Student Planner	Charge of £3
Library Fines	Payable in full
Deliberate loss/damage	The full cost will be payable

Activities run by other organisations

There may be occasions when an organisation other than the LA or the school governing body arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, but permission for children's absence must be sought from the school.

Review

The Resources, Leadership and Management Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Policy adopted by the temporary governing body June 2007

Ratified by the Governing Body October 2007

Review period: 3 years

Last Review: November 2017

Next review November 2020