

CHARGING AND REMISSIONS POLICY

July 2018



Important – Equality Act

In operating this Policy/Procedure it is very important to ensure compliance with the Equality Act.

Discrimination against an individual with a disability would occur if:

1. For a reason relating to an individual's disability, the school treats him/her less favourably than it treats, or would treat, others to whom that reason does not apply, or would not apply; and
2. It cannot show that the particular treatment is justified. (To be justified the actions have to be for a material and substantial reason relating to the circumstances of the case.)

This form of discrimination is referred to as less favourable treatment.

The school must take such steps as it is reasonable to take to ensure discrimination does not take place. These are known as reasonable adjustments.

Each Policy/Procedure, as part of a review process, will be subject to an Equality Impact Assessment to ensure that any barriers to disabled people are identified and reasonable adjustments are put into place to prevent disability discrimination.

If you have any questions concerning the application of the Disability Discrimination Act in relation to this Policy/Procedure always refer to the matter to the Head Teacher.

SPRINGWATER SCHOOL
CHARGING AND REMISSIONS POLICY

AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- ✓ To make a broad programme of activities and trips accessible to as many pupils as possible;
- ✓ To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child or Young Person should have its access to the curriculum limited by charges;
- ✓ To publicise the qualifying conditions for statutory remission from board and lodging charges on residential visits.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

- ✓ Residential Visits – Board and Lodgings

The school will levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.

- ✓ Curriculum activities

Voluntary contributions may be requested for educational visits and activities, which take place mainly within school hours. No child or young person may be excluded because of inability to pay but the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements. Any insurance costs will be included in charges for trips and activities.

- ✓ General Lesson Costs (at the discretion of the head teacher)

The school will levy a charge in respect practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.

NON CURRICULUM ACTIVITIES

- Non Curriculum visits and activities

Non Curriculum visits and activities

The school

will levy a charge as an optional extra for educational visits which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. Charges will be worked out on a pupil by pupil basis and divided equally per participant. This will be a per pupil cost. The school reserves the right to cancel the visit if there are insufficient pupils to make a non-curriculum visit viable. In these circumstances a full refund will be given. The school will not inflate costs for participants who can pay, nor in order to pre-empt that some participants will not pay.

Any insurance costs will be included in the charges for the trips and activities

- School Property

The school will consider a charge to parents for damages to or loss of school property caused wilfully or neglectfully by their child.

- Private Lettings

The school will charge for private lettings, to include VAT where appropriate. Discretion can be allowed at the head teacher's discretion.

- Freedom of Information

Single copies of information covered by this publication are provided free.

If the school has a lot of copying or printing relating to a freedom of information request, or incurs a large postal charge, or your request is for a priced item (e.g. printed publications or videos), we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

- Copying

A charge of 4p per A4 side for black and white and 10p per A4 side for colour may be made to cover the basic cost of private photocopying.

- Private telephone calls

A charge of 10p per call including VAT may be made to cover the cost of local calls made by school staff or parents/carers in the case of an emergency.

- Youth Club

The school will charge parents for Youth Club. Sessions are payable in advance. Students in receipt of the Sixth Form Bursary are not charged.

- School Meals

The school will charge parents for school meals. Pupils in receipt of free school meals or Sixth Form Bursary will not be charged.

STATUTORY REMISSION

Statutory remission is given to those parents who are in receipt of either:

- Income Support
- Income Based Job Seekers Allowance

- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold).
- Guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Any student in receipt of Sixth Form Bursary will receive remissions.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

Revised July 2018, in accordance with DfE publication 'Charging for School Activities', May 2018

Equalities Statement:

Sprinowater School is a space of sanctuary, which recognises and values the diversity of our school community as a rich resource, which supports the learning of all. We are inclusive setting and promote tolerance, understanding and equality for all regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy or maternity