

Litcham School

Charging & Remissions Policy (Finance Policy - appendix 5)

Review Cycle	Annually
SLT member responsible	JM
Committee	Resources and Personnel
Date adopted	November 2017
Review Date	November 2018

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Litcham School has adopted the Norfolk County Council policy that it recommends to governors. The School's charging policy is included in the school brochure which can be obtained from the school.

The activities and materials for which parents/carers will be charged are:

- **Music tuition:** Vocal or instrumental tuition, which is not part of the syllabus for an approved public examination, part of the National Curriculum or provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. Charges may be made for tuition provided individually or to groups of any size, provided the tuition is provided at the request of the pupil's parent. No charge may be made in respect of a pupil who is looked after by the local authority.
- **Revision guides:** which are often cheaper if ordered by the school.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** Schools cannot charge for:
 - Transporting registered pupils to or from school premises, where the local education authority has a statutory obligation to provide transport.
 - Transporting registered pupils to other premises where arrangements have been made for pupils to be educated.
 - Transport enabling a pupil to meet an examination requirement where prepared for that examination at the school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home. The charge must not exceed the actual cost.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or support) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip.

For example: Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination the pupil is being prepared for at the school or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds
-

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards. Charges may also be made for re-sitting an exam.

Remission of charges - only parents who are in receipt of Universal Credit (when fully rolled out), Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

Recovery of costs due to damage/ loss of school property

The school may ask parents or carers to reimburse the whole or part of costs incurred to make good loss or damage to school property.

This will apply in cases where an investigation has identified the individual(s) concerned. The parents/carers will be informed of the results of the investigation by the Head of Year or form tutor. A letter requesting payment will follow detailing the nature of the damage and costs which will be issued by the Schools Business Manager or Head of Year.

This procedure will apply to both current and past pupils, whether or not the pupil concerned is currently registered at Litcham School.

Refunds

Refunds will only be offered in exceptional circumstances:

- if a school visit is cancelled
- if surplus funds collected for an activity exceeds the cost of the activity by a minimum of £5.00 per pupil (amount pre-determined by the governing body)
 - parents/guardians will be offered the refund in writing with a deadline date to respond by
 - parents/carers to use the reply slip attached stating whether they wish to take up the offer
 - if the offer is not taken up, or a response is not received by the deadline date, the refund will be kept in our School Fund pupil support account to be used for future trips or activities
- other exceptional circumstances

All refunds over £10 can be made via cheque payment to the parent/guardian.