



POLTAIR SCHOOL POLICY DOCUMENT

CHARGING & REMISSIONS POLICY

Presented to Governors' Finance Committee: October 2013

Renewal Period and Date Approved by Governing Body : 01 October 2015 (2 Years)

Next Reviewed on: October 2017

INTRODUCTION

There are four principles underlying the provisions on charging in the Education Reform Act:-

- That education in schools should be free.
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That LAs and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

The Governing Body of Poltair School reserves the right under the Education Reform Act to make a charge in the following circumstances for activities organised by the school:

- To levy the appropriate charge to parents for all board and lodging requirements on residential visits
- To levy charges in full for activities wholly or mainly outside school hours where appropriate
- To levy charges or invite parents to supply ingredients, materials and equipment if parents have indicated in advance that they wish to own the finished product
- To levy charges to parents for damage to equipment or property caused by their child
- To levy charges to parents for instrumental/singing tuition provided by external agencies and peripatetic teachers
- To levy charges for the full cost of any examination re-sits and examination entries which are not prescribed in regulations issued by the Secretary of State

Voluntary Contributions

- Parents may be asked to make voluntary contributions for any visit or journey organised by Poltair School wholly or mainly during school hours. Whilst ensuring that no pupil is excluded from a trip because the parents are unwilling or unable to pay a voluntary contribution, Poltair School reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

Recovery of Unpaid Charges

- Sums payable by parents for wasted exam fees, optional extras to which they have agreed, or for board and lodging are recoverable as civil debts. Payment of all voluntary contributions or other permissible charges may be requested in advance.

Remissions

- The Headteacher will consider remission of payment for all or part of charges, providing the parents are in receipt of income support or other qualifying benefits. Parents may apply in confidence to the Headteacher for remission of charges. A separate scheme exists for the remission of charges for Music Tuition in certain circumstances.