



BARKING ABBEY SCHOOL

FINANCE

Charging and Remissions Policy

Policy Adoption

Date	Reviewed/Accorded by	Next review date	Review Frequency
25.06.2020	Full Governing Body	June 2022	Bi annually

Governing Body Approval

Signed	Title
	Chair of Governors
	Headteacher

CHARGING AND REMISSION POLICY

INTRODUCTION

- The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education.
 - The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.
 - The Governors wish to ensure that all students have access to all areas of the life of the school regardless of the parents' ability to pay.
- **Charging for Visits**
 - Education provided wholly or mainly during school hours is deemed free for students' at the school. The school may not impose a charge on parents for any visit during school hours. The Headteacher may however, ask for a voluntary contribution. The visit may not proceed without sufficient funding.
 - Parents should be aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount in order to subsidise those students whose parents have not contributed.
 - The school may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an optional extra. An optional extra:
 - Falls wholly or mainly outside school hours
 - Does not form part of the national curriculum
 - Is not part of a syllabus towards a prescribed public examination (A skiing holiday during the school holidays for example would be an optional extra).
 - Permission should be obtained from the parents' to meet the costs of an optional extra before the visit is planned in detail.
 - Charging parents for an optional extra visit may not include an element of subsidy in respect of other students whose families do not meet the full charge.
 - **Remissions**
 - On residential visits which are not optional extras, or which take place during school hours, some parents may have board and lodging cost remitted. These are parents in receipt of:
 - Income Support
 - Income – based Job Seekers Allowance
 - Support under part vi of the Immigration and Asylum Act 1999
 - Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual
 - **Other Activities**
 - The Governing Body reserves the right to make a charge in the following circumstances:
 - Instrumental Music Tuition – a charge may be made for up to and including four students, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the school is preparing the student to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.
 - The cost of materials, ingredients (or require them to be provided) if the parents have indicated that they wish to own the finished product.
 - Public Examinations – no charges may be made for entering students for public examinations that are set out in the regulations. However, an examination fee may be charged to parents if:

- the examination is on the set list, but the student was not prepared for it at the school
 - the examination is not on the set list, but the school arranges for the student to take it
 - a student fails without good reason to complete the requirements of any public examination where the Governors or the LEA originally paid or agreed to pay the entry fee.
 - Charges may not be made for any cost associated with preparing a student for an examination. However, charging is allowed for tuition and other costs if a student is prepared outside school hours for an examination that is not set out in the regulations.
 - The Headteacher and Governors will ensure that no child is excluded from participating in the activities because of non-payment of the contribution, but it is necessary for a substantial number of parents to contribute before the activity can go ahead.
 - The Headteacher and Governors will consider sympathetically cases of genuine financial need and remit charges where appropriate.
- This policy is subject to review in line with current regulations.