



# Winterton Community Academy

## Charging & Remissions Policy

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This policy sets out what charges should be levied for school activities, what remissions could be implemented, and the circumstances under which voluntary contributions can be requested from parents.

### **RESPONSIBILITIES**

The Governing Body of Winterton Community Academy is responsible for determining the content of the policy and the Headteacher for its implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

The Governing Body will make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.

The Governing Body will ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

### **SCHOOL CHARGING**

In line with government guidance, the governing body will not charge for any of the following:-

- An admission application to any state funded school
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is at the request of the pupils' parents
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place wholly or mainly during school hours;
- education provided on any trip that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that 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 trip;
- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where arrangements have been made for the pupil(s) to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport in connection with an educational visit

The academy **can** charge for:

- any materials, books, instruments or equipment, where the child's parent wishes him/her to own them
- optional extras (please see below)
- music and vocal tuition in some circumstances
- community facilities

### **OPTIONAL EXTRAS**

Charges may be made for some activities that are known as optional extra's. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments or equipment

Optional extras are:

- education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where arrangements have been made for a pupil to be provided with education)
- education provided on any trip that takes place wholly or mainly during school hours;
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after- school club and supervised homework clubs).

In calculating the cost of optional extra's an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charges made in respect of individual pupils will not exceed the actual costs of providing the optional extra activity. Participation in an optional extra activity will be with the consent/at the request of parent and a willingness to meet the charges.

### **CONCESSIONS**

Where the trip takes place wholly or mainly during school hours, pupils in receipt of free school meals will be provided with a midday meal.

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. Please see a list of these benefits below:

- a. Income Support;
- b. Income-based Jobseeker's Allowance;
- c. support under part VI of the Immigration and Asylum Act 1999;
- d. Child Tax Credit (provided the parent is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- e. The guaranteed element of Pension Credit.
- f. Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- g. Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7400 a year (after tax and not including any benefits received)
- h. Any other financial difficulty to be discussed with the Head and exercised at his / her discretion

### **VOLUNTARY CONTRIBUTIONS**

The academy can request voluntary contributions for the benefit of the school or any school activity. If the activity cannot be funded without voluntary contributions this will be made clear to parents at the outset.

Pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response any request.

Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation.