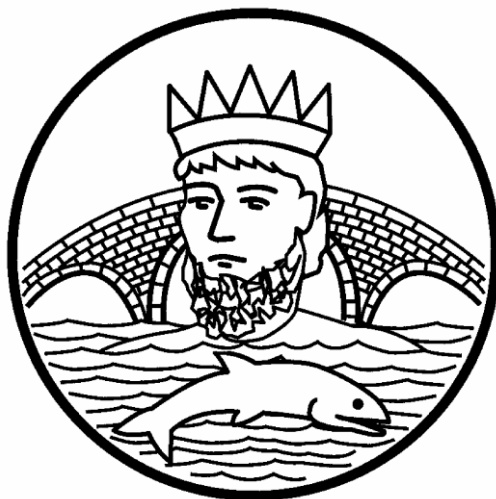


King Athelstan Primary School



CHARGING AND REMISSIONS POLICY

Responsibility: Business Manager

Date reviewed: January 2016

Next review date: January 2017

The Governing Body of King Athelstan Primary School, in line with the requirements of paragraphs 402, 450 to 458 and 460 of the **Education (School Sessions and Charges and Remissions Policies)(Information)(England) Regulations 1999** (SI 1999 No 2255) hereby agree the following policy on charging and remissions.

VOLUNTARY CONTRIBUTIONS

No compulsory charge will be levied for any activity that is provided wholly or mainly during school hours. The Governing Body may ask parents or carers for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- School equipment.
- School funds generally.

We also request a £10 donation to school funds for the Headteacher to countersign a passport application or similar applications, or for letters confirming a child's attendance at the school.

The contribution will be genuinely voluntary and the child/children of parents or carers who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

RESIDENTIAL TRIPS

Where a trip takes place wholly or mainly during school hours, or where a residential trip takes place outside of school hours but is a necessary part of the National Curriculum, parents or carers will be charged for the cost of board and lodging and in addition asked for a voluntary contribution towards any other costs. Where a residential trip takes place outside of school hours but is NOT a necessary part of the National Curriculum but an optional extra to enhance children's experience, parents or carers will be charged for the cost of board and lodging and for other costs of the trip. Parents in receipt of the following support benefits will be entitled to part or full remission of the cost of board and lodging:

- Universal Credit;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part 6 of the Immigration and Asylum Act 1999;
- Child tax credit (but not working tax credit) and have an annual income of less than £16,105 (financial year 2015/16);
- The guarantee element of State Pension Credit.

Children in receipt of Pupil Premium as "Ever 6" who are not currently Free School Meals will also be offered financial support with the cost of board and lodging.

SCHOOL MEALS

Children whose parents are in receipt of the above support payments will be exempt from the charge for school meals. As from September 2014, all children in Reception and Years 1 and 2 are entitled to a free school meal at lunchtime. All others, including adults will be required to pay for meals consumed at the going rate.

INSTRUMENTAL TUITION

A charge will be made for the cost of instrumental tuition, whether individual or in a group of up to 4 pupils where that tuition does not form part of the National Curriculum.

SCHOOL UNIFORM

On 1st August 2014 King Athelstan contracted with PMG Schoolwear to supply school uniform. Whilst school stocks remain, King Athelstan Governing Body will charge parents and carers for school uniform purchased directly from school. A list of up to date prices will be available to parents and carers when requested from the school office.

PUBLIC EXAMINATIONS

There will be no charge to parents or carers for entering pupils into public examinations if the examination is a requirement of the school. Parents or carers may be charged the entry fee only if the examination is not a requirement but the school is requested to arrange for the pupil to take it.

EXTENDED SERVICES

Where children or their parents/carers participate in activities that are wholly or mainly outside of school hours, the Governing Body or the Organising Body for that activity may charge for that service. Where parents or carers are unable to pay for the charges, the Governing Body or Organising Body may offer a reduced rate or may request financial support from other agencies in lieu of payment from the parent or carer. Where parents or carers are unwilling to pay the charges as published, the Governing Body or Organising Body may withhold the service or any future service.

CHILDREN'S CENTRE CHARGING

Children's Centre Activities may sometimes be subsidised for families living in the "Reach" area for North Kingston and Kingston Town Children's Centre Locality. Further details of Children's Centre charging are available at the Centre.

REVIEW OF POLICY

The charging and remissions policy was reviewed in January 2016 and will be reviewed on an annual basis by the *Governing Body*. Parents and Carers are entitled to a copy of the charging and remissions policy on request.

Signed on behalf of the *Governors*: _____

Date: _____

Agreed at the *Governing Body Meeting* on:18-01-16.....