



HEATON MANOR SCHOOL **CHARGING AND REMISSIONS POLICY**

This policy is reviewed annually. Those involved with the review are:

- **Governors**

Policy Updated: September 2018
Annual review: September 2019
Governor Approval: 10.09.18

The Governing Body recognises the valuable contribution that the wide range of additional activities including visits and residential trips can make towards a pupil's education. The Governing body aims to promote and provide such activities as part of a broad and balanced curriculum for pupils of the school and as additional optional activities.

In conformity with the requirements of sections 449-462 of the Education Act 1996, it is the Policy of the Governing Body:

Voluntary Contributions

To request voluntary contributions for the benefit of the school or any school activity.

If the activity cannot be funded without voluntary contributions the Governing body or Headteacher will make this clear to parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

Residential Trips

To levy a charge for the cost of board and lodgings during residential school trips and the charge will not exceed the actual cost.

Optional Extras

To levy a charge for some activities known as 'optional extras'. Optional extras are:

- Education provided outside of school time that is **not** part of the National Curriculum, **not** part of a syllabus for a prescribed public examination that



the pupil is being prepared for at the school or **not** part of Religious Education.

- Music tuition – if provided where the tuition is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.
- Transport that is **not** required to take the pupil to school or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.
- Ski trips or other sports for leisure.
- World Challenge trips.
- University Open Days, Oxbridge visits.

Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. There may be some help for families meeting the exception criteria as specified above. Please contact the Head teacher.

Public Examinations

To levy no charge for examination entries except where:

- The examination is on the Curriculum list, but the pupil was not prepared for it at the school.
- The examination is not on the Curriculum list but the school arranges for the pupil to take it.
- A pupil fails without good reason to complete the requirements of any public examination where the Governing Body originally paid or agreed to pay the entry fee.
- It is a re-sit where the rationale should be explained fully and each decision is made by the Headteacher in conjunction with the examinations officer. (The Headteacher will liaise with the SLT Line Manager and the Faculty concerned).

National Curriculum

To levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory Religious Education or in preparation for prescribed public examinations or courses taught at the school. The school will make a charge to cover the costs of materials and ingredients for subjects such as Design Technology, Textiles, Food Technology and Art where parents/carers have indicated in advance that they would like their child to bring home the finished product.

Other Circumstances

To seek payment from parents/carers in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

To delegate to the Staffing & Finance Committee the authority to consider any future applications for lettings during school hours. The Staffing & Finance Committee will determine the scale of charge if it makes the school's facilities available to outside users.

To delegate to the Chair of Governors and the Headteacher the determination of any individual case arising from the implementation of this policy.

The Governing Body, through the Head teacher, will consider financial help requests for other chargeable services, e.g. music lessons, uniform. Eligibility will be based on FSM take-up or the following benefits:-

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigrations and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Residential Trips - Where the trip takes place wholly or mainly during school hours, children whose parents can prove they are in receipt of the above mentioned benefits may, in addition to having a free school lunch entitlement, also be exempt from paying the cost of board and lodging:

The Head teacher will inform parents of the right to claim free board and lodging if they receive the above benefits.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit or the syllabus for Religious Education.