



STOUR VALLEY
COMMUNITY SCHOOL

Charging and Remissions Policy

1. INTRODUCTION

The law requires that education during normal school hours, and the examination of students in accordance with the National Curriculum is provided free of charge. The Governing Body recognises the valuable contribution that the wider range of additional activities, including trips, clubs and residential activities, can make towards students' broader education and reserves the right to charge parents or carers in accordance with the provisions of the Education Act 2006.

2. AIM & RESPONSIBILITIES

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The Trust 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 extras.

3. CHARGES

Except where students are entitled to statutory remission, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by schools within the Stour Valley Educational Trust:

School Activities in School Hours – for the board and lodging element of approved residential activities deemed to be taking place during school hours. *(Where students wish to attend activities not run by Trust schools in school hours, the non-school organisation may charge the parent. The parent must then seek permission for absence (as for a family holiday) and the Headteacher of the individual school will decide whether the activity is in the student's best interests before granting or declining permission).*

Activities Outside School Hours – for the full cost to each student of all approved activities deemed to be optional extras taking place wholly, or mainly outside school hours as permitted by the Education Act 2006.

Individual Instrument Tuition – for the cost to the student (individually, or in a group of up to 4), of providing any instrumental tuition which is not part of the prescribed Public Examination System.

Charging in Kind – for the cost of materials, ingredients or equipment usually provided by parents in subjects such as Food, Textiles, Art etc.

No charge will be made 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 school. There may be an exception where materials have been provided (e.g. in RM) and parents have indicated that they wish to own the finished product.

4. EXAMINATIONS

The Trust will ONLY charge for examination entries in the following circumstances:

- The school has not prepared students for the examination in the year for which the entry is made.
- The examination is not on the set list of examination courses provided, but the school has arranged for the student to take the examination at the request of the parents/carers.
- The student has failed, for no good reason, to complete the requirements of the examination course, or has failed to attend the examination.
- A student wishes to re-sit a whole examination or module for which the school has paid the initial fee.

5. GENERAL/VOLUNTARY CONTRIBUTIONS

The Trust may from time to time amend the categories of activity for which charges may be made. Nothing in this policy statement precludes the Trust from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. In no case will the charge for each student exceed the actual cost (e.g. to subsidise hardship cases, or general fundraising). Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided that an activity will take place, no qualifying students will be excluded or treated differently by reason of inability to make a voluntary contribution.

6. REMISSIONS

Where the parents/carers of a student are in receipt of:

- Income support
- Income Based Job seekers Allowance/Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit **but no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

All of the above are subject to changes in legislation and upper income values.

The Trust will offer to remit in full the cost of board and lodging for any residential activity which is deemed to take place during school hours, forms part of the syllabus for the National Curriculum or is a requirement of a prescribed examination.

7. DAMAGE TO SCHOOL PROPERTY

The Trust will seek payment from parents for damage or loss to Stour Valley Education Trust property caused wilfully or negligently by their child.

8. SUBSIDY

Stour Valley Educational Trust will subsidise certain activities to a limited extent as funding allows. This is at the discretion of the Headteacher in individual schools.

9. DELEGATION

The Headteacher in individual schools, in consultation with their Local Governing Body Chair of Governors, will determine any individual case arising from the implementation of this policy.

10. CONTRIBUTIONS TO THE SCHOOL CURRICULUM

In principle, the Trust approves the seeking of sponsorship from external sources including parents' donations. In addition, Stour Valley Educational Trust offers opportunities for parents to take part in fundraising activities or to contribute by giving their time.

Although careful planning and scrutiny will ensure optimum use of school resources, parents may be asked to contribute voluntarily to the provision of different materials. The Governing Body expresses their appreciation for all such contributions.

Ratified by Trustees	
Date	12 December 2018