



Charging and Remissions Policy

This policy was endorsed by the **Board of Governors** at the meeting on 06/07/2016

Executive Head Teacher signed: _____

Print name: _____

Date: _____

Chair of Governors signed: _____

Print name: _____

Date: _____

This policy will be reviewed by 05/07/2019 and revised where necessary.

1. This policy statement has been drawn up by the Governors of Pioneer Federation in accordance with the requirements of Section 110 of the Education Reform Act, 1988. This policy will be applicable to all registered pupils at the school.

2. In this policy statement

- (a) "Outside school hours" means those times treated as outside school hours following the application of the calculations contained in Section 107 of the Education Reform Act, 1988.
- (b) "Statutory duties relating to the National Curriculum" are those imposed by Section 10(2) of the Education Reform Act, 1988.
- (c) "Statutory duties relating to the religions education" are those imposed by Section 10(1)(b) of the Education Reform Act, 1988.

3. Charges may be made by the Governors of the school to cover the cost of each of the following:

- (a) Activities which take place outside school hours and which are not provided as part of the syllabus, and are not required in order to fulfil statutory duties relating to the National Curriculum or religious education, e.g. a residential school trip.

Board and lodging on all types of residential visits.

- (c) Materials involved in producing "a finished product" of a lesson where a parent of the pupil has indicated in advance a wish to own the product.
- (d) Individual music tuition which takes place in or out of school hours.

Each of these cases is described in more depth in the following sections.

4. *ACTIVITIES WHICH TAKE PLACE OUTSIDE SCHOOL HOURS AND UNDER THE CIRCUMSTANCES DESCRIBED IN PARAGRAPH 3(a)*

Cases where charges may be made

Pupils whose parents have indicated in advance a willingness to participate in any activity which falls into this category and a willingness to meet such charges as are made.

Basis for calculating the charge

The proportionate cost to each participating pupil of whichever is appropriate of the following:

Travel costs

Board and lodging (see paragraph 5)

Materials, books and equipment

Entrance fees

Insurance

Non-teaching staff costs

Costs of teaching staff who are specifically engaged by the LEA or Governors on a contract to provide the activity. In each case the charge will not exceed the actual cost to each pupil.

Cases where remission of charge will apply:

Pupils whose parents are entitled to Pupil Premium (Free School Meads) funds and individual cases of hardship recommended by the Executive Headteacher for complete or partial remission of charges. Authorisation to remit a charge will be made by the Executive Headteacher in consultation with the Chair of Governors.

5 BOARD AND LODGING

Cases where charges may be made

Pupils participating in school activities which involve nights away from home, and whose parents indicated in advance a willingness for them to participate and to meet any such charges as are made.

Basis for calculating the charge.

The actual cost of providing board and lodging to each participating pupil.

Cases where remission of charges will apply

Pupils whose parents are entitled to Pupil Premium funds and where the activity can be classified as taking place in or out of school hours. Individual cases of hardship recommended by the Executive Headteacher for complete or partial remission of charges.

6 FINISHED PRODUCT OF PRACTICAL LESSONS

Cases where a charge may be made

Pupils whose parents have indicated in advance a wish to own the finished product of a lesson.

Basis for calculating the charge

The cost to each pupil of the materials required to make the finished product. Alternatively, parents may be asked to supply the required materials.

Cases where remission of charges will apply

None.

7 The school recognises that many parents are willing to make voluntary contributions towards certain school activities which enrich the level of educational experience available to pupils, and welcome the continuation of this practice.