

Policy Title:	Charging and Remissions Policy	
Date of Issue:	05/11/2018	
Date of Review:	01/09/2019	
Author & Role	County Model Policy Adopted	
Ratified by:	Governors Policy Committee	
Responsible signatory:	W Blundell	M Maher
Date of signature:	05.11.2018	05.11.2018
Outcome:	This Policy: Complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis. It is designed to help colleagues understand their roles and responsibilities.	
Cross Reference:	Educational Visits Policy Music Policy Teaching and Learning Policy	

EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Astley Park School

CHARGING AND REMISSIONS POLICY

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages
- Instrumental and vocal tuition for children in care;
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable then the activity may be cancelled.

Chargeable Activities

The school may recover the full costs of the following activities, but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not: part of the National Curriculum – i.e. offsite activities such a visit to a gym or swimming baths additional to their normal PE lesson
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

Remissions Policy

- There will be no charge for board and lodgings for pupils who receive the Pupil premium Grant. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.



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