
Nacton Church of England Primary School

Nacton Village
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Charging and Remissions Policy

Version 13

Chair of Governors: Mrs Angela Laithwaite

Signed: _____

Chair of committee: Mr Owen Wheeler

Signed: _____

Date authorised: _____

Approval minuted: 14 November 2018

Date of next review: Autumn Term 2019

1 Introduction

The Governing Body of Nacton Church of England Primary School recognises the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2 Charges

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school.

2.1 School journeys in school hours and lunch times

The board and lodging element (not exceeding actual costs) of approved residential activities deemed to take place in school hours except for those pupils whose parents are in receipt of:

- Universal Credit (provided they have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of their most recent assessment periods);
- Income Support;
- income-based Jobseekers Allowance;
- income-related Employment and Support Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- the guarantee element of Pension Credit;
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 (as assessed by HMRC);
or
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit.

2.2 Activities outside school hours

The full cost to each pupil of all approved activities taking place outside school hours or otherwise deemed to be optional extras as defined in the Education Act.

2.3 Cost of materials

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for activities which take place outside school hours and which are purely voluntary and optional (it remains the parent's responsibility to

supply school uniform, including PE kit). The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school, e.g. Design Technology Products.

2.4 Music tuition

Any costs associated with tuition, at the specific request of a parent/carer and not part of the National Curriculum, in the playing of a musical instrument whether in or out of school hours.

2.5 General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents/carers when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities which take place in school time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

3 Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents/carers, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

4 Document History

Version	Date	Comments
1	10/12/03	Approved at the full Governing Body meeting
2	17/10/07	Updated to include change of name to Children and Young People's Services. (CYP) Approved at the full Governing Body
3	18/11/09	Updated to align more closely with County template, including provisions of The Education (Residential Trips)(Prescribed Tax Credits) (England) Regulations 2003, as amended. Updated to include reference to carers.
4	17/11/10	Checked against: Section 457 of the Education Act 1996. The Education (Residential Trips)(Prescribed Tax Credits) (England) Regulations 2003. The Education (Residential Trips)(Prescribed Tax Credits)(England)(Amendment) Regulations 2005. Tax Credits Up-rating Regulations 2010.
5	16/11/11	Updated to reflect The Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2011. Reviewed against 2011 SCC model policy.
6	21/11/12	Checked current legislation; no changes.
7	21/11/13	Checked current legislation, noted possible impact of Universal Credit.
8	27/11/14	Checked current DfE guidance – music policy clarified; exemption criteria updated.
9	26/11/15	Minor changes following comparison with LA model policy.
10	24/11/16	Updated for Academy status.
11	5/10/17	Checked criteria: no changes but updated wording on Universal Credit.
12	04/10/18	Aligned criteria with revised DfE Free School Meals Guidance, April 2018.
13	14/11/19	No changes (checked no update to FSM Guidance).

Document review interval: Every year.