

Charging and Remissions Policy



GILES BROOK SCHOOL

Giles Brook School
Holborn Crescent
Tattenhoe
MK4 3GB

Tel: 01908 507627
www.gilesbrook.co.uk

Written by:	Sam Summers	Date: 28/2/20
Last reviewed on:	01/08/2019	Policy Number: S2
Next review due by:	March 2021	

Charging and Remissions Policy

Governors of Giles Brook have adopted the model Charging Policy set out by Milton Keynes Council in their Offsite Visits and Outside Learning Policy October 2011. This takes account of the legislation set out in Sections 449 -462 of the Education Act 1996 and Education and Inspections Act 2006. The legislation restricts the activities for which charges can be made. However, it does make a number of provisions which allows schools to invite parents to make voluntary contributions.

Day Visits/Visiting Providers

Parents will be invited to make a voluntary contribution towards the cost of day visits or visiting providers. Those who are unwilling or unable to make such a contribution cannot be subsidised by other parents. The costs of a visit for pupils whose parents/guardians are unable to pay may not be included in the charge to other pupils. There is no limit on the level of voluntary contributions nor is there any restriction on how it is used to subsidise those unable to pay e.g. some parents might contribute more than the voluntary contribution asked for. Voluntary contributions can be paid in instalments for day visits. Children will not be excluded through inability or unwillingness to pay. However, visits of this nature will only go ahead if there are sufficient voluntary contributions to cover costs.

Residential Visits Remissions

All pupils will be charged for the board and lodging element of the visit even when the visit is taking place mainly during school hours with the exception of those entitled to FSM. Section 457 of the Education Act 1996 confirms the list of benefits which qualify for a remission of the board and lodging element of the residential visit. These are:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- (Parents/carers currently in receipt of Working Tax Credit do NOT qualify for Free School Meals, regardless of income)

Parents should seek advice from the school office on how to seek remission for these charges.

Parents will be asked to make voluntary contributions to the cost of transportation and other educational expenses on residential visits (e.g. entrance fees).

Charging and Remissions Policy

Any application for a reduction of charges (relating to the criteria above) should be made to the Headteacher. Notification of decisions will be made by letter.

The School Fund has discretion to assist with a contribution in the case of exceptional hardship. Such request should be put in writing to the Headteacher. This is an extremely limited fund and it will not be possible to help in all cases.

Voluntary contributions can be paid in instalments for residential visits. If insufficient voluntary contributions are received to cover the costs then such visits would have to be reconsidered and/or cancelled.

Other Educational Activities

Voluntary contributions can be invited for activities which support the curriculum and provide important and beneficial educational experience, i.e. day visits, visiting providers and residential visits. Charges may be made for the following educational activities, which take place during school hours. In each case, parents will be notified before the activity of the relevant charge.

Cooking, DT and Art

Ingredients and/or materials may be charged for where there is a finished product (i.e. cookery) which the child will keep. Parents have to state that they want the finished product taken home.

The school also reserves the right to make a charge, with prior notice, for any additional resources if deemed necessary.

Music tuition

Instrumental tuition which occurs during school time with MK Music Co-operative staff, either for an individual pupil or small groups of pupils, will be charged and costs passed on to parents. A 50% remission is in place for those children in receipt of free school meals.

Other charges

Parents will be charged for any activities and visits taking place outside school hours. When that activity is provided by a third party the costs will be passed on to parents.

Breakages and Damage

Parents may be required to meet the costs of breakages or damage to school property and buildings as a result of their child's misbehaviour. Should school equipment be damaged or lost then the school may seek a full or partial contribution to its replacement. Where books are on loan from the School Library then the replacement cost will be passed on to parents if books are lost or damaged beyond reasonable repair. .

Reviewing the Policy

This policy will be reviewed on an annual basis by the Finance and Personnel Committee.