



**Milton Keynes Education Trust
Kents Hill School**

Charging and Remissions Policy

Date approved by MKET Directors	June 2013
Committee oversight	PFF Kents Hill School
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Responsible officer	Jane Mackie

Charging & Remissions Policy

This charging policy has been compiled in line with DFE requirements- DFE-DFE, *Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014.*

Basic Principles

School governing bodies and local authorities cannot charge for:

- An admission application to any state funded school;
- Education provided during school hours (Including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum, or as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition provided is at the request of the pupil's parent;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil has been prepared for the re-sit(s) at the school Board and lodging for a pupil on a residential visit

Schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.;
- Optional extras (see details below);
- Music and vocational tuition, in limited circumstances;
- Certain early years provision
- Community facilities.

Optional extras for which the school can apply a charge

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club and after-school clubs);
- Education provided outside of school time that is not:
 - a) Part of the national curriculum;
 - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school:

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits, visitors to the school and practical activities enhance the pupil's learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Non-residential school trips
- Enrichment activities e.g. visitors in school, cooking or art/design activities to cover the cost of ingredients or materials where the children take the finished product home
- Board and lodging on residential visits (subject to the remissions policy);
- Books – where a charge will be made for loss or damage.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies paid will be returned. Contributions will not exceed the actual cost.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Remissions Policy

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium.

Charges for board and lodging on residential trips will be remitted for parents in receipt of the following benefits:

- Universal Credit in prescribed circumstances;
- Income support;
- Income based jobseekers allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit , provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,500;
- The guarantee element of State Pension Credit;

- An income related employment and support allowance that was introduced on 27 October 2008

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

The Head Teacher, School Business Manager, Finance Committee or Governing Body may decide not to levy any charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Extra-Curricular Activities Run by External Providers

External providers will set and collect their own charges.

Other Charges

In cases of wilful or malicious damage to equipment, or loss/damage of school books on loan from the school to the children, the Head Teacher, School Business Manager, Finance Committee or Governing Body may, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.