



Yattendon School

Charging and Remissions Policy

Date adopted	Spring 2024	Last review date	Summer 2026
Review period	Annually	Next review due	Summer 2027
Based on Surrey model?		Policy prepared by	GP
Status	Statutory	Governor review:	

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and educational visits, can make towards pupils' personal and social development. It aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

Charges

The School will charge for 'optional extras' which can be summarised as follows:-

- Educational experiences provided outside of school time.
- Board and lodging for a pupil on a residential visit.

Participation in any optional extra activity is on the basis of parental choice and a willingness to meet the charges. The cost of these 'optional extras' may include an amount for any materials, books, instruments or equipment provided in connection with the activity as well as an amount for staff employed specifically to provide the optional extra.

When charges are made for an activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

The school may also charge for any materials, books, instruments or equipment in cases where a parent wishes their child to own them.

Parents will be charged for any damage to or loss of school property caused wilfully or negligently by their children.

Remission

Where parents/carers can provide evidence of receipt of the following benefits, the cost of board and lodgings for any residential activity that is organised for the pupil if the activity is deemed to take place within school hours does not have to be paid for;

- 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 less than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with an annual net earned income of less than £7,400
- Looked after children (LAC) in the care of or provided with accommodation by an English local authority.

In other circumstances, there may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made. When arranging a chargeable activity, the school will invite parents/carers to apply in confidence for the remission of charges in part or in full. The Head Teacher, in consultation with the Chair of Governors, will make authorisation of remission.

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Voluntary contributions may be sought for other costs which will be incurred as part of residential trips such as travel costs, entrance fees etc.

If Voluntary contributions are sought it should be noted that if insufficient contributions are received to fund the activity, it may have to be cancelled.

Parents/carers have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

School Fund

At the beginning of each academic year, parents/carers are invited to make a voluntary contribution towards the School Fund.

This contribution is used in a variety of ways for the benefit of the children.

On-line Payment system

The school's on-line payment system ("ScoPay"), provided by Tucasi, gives parents/carers the option to pay for any voluntary contributions with their credit or debit cards. When a trip or visit is set up on the system, the voluntary contribution amount will show as owing on the parents/carers' accounts for those pupils the trip or visit is being arranged for. This does not in any way suggest that the contribution is compulsory and the amount owing will be cleared by the end of the term following the term that the trip/visit was arranged for.

Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.