



Version	Jan 17
Owner	Finance
Adopted	26-Nov-2014
Last Reviewed	26-Nov-2014
Review Cycle	Annual
Next Review	CURRENTLY UNDER REVIEW – SUMMER 2020

## CHARGES AND REMISSIONS POLICY

The rich life of the school is enhanced by those additional events that take place mainly during the school day and often involve extra expense. To finance such activities, the governors have agreed the following policy statement on charging at The Topsham School.

### CHARGING POLICY

#### a) *Practical Subjects*

Parents may be asked to pay towards the cost of materials used for certain specified items in Technology, Art and Design. When such charges are made the articles/items will belong to the parents/guardians/children. All monies received will be used to purchase more materials, ingredients etc.

#### b) *Music*

Tuition and instrument hire is paid for by parents.

The school employs a music administrator to assist in the co-ordination of individual or group music lessons provided by peripatetic teachers. Any parent may approach the Headteacher on grounds of financial hardship.

#### c) *Visiting Theatre Groups/Drama Workshops/Musicians/Artists etc*

These activities may need to be self-funding, in which case parents or guardians may be asked to make a voluntary contribution to defray expenses incurred.

#### d) *Swimming*

The cost of swimming tuition is supported by the Gordon Edds Trust but parents may be asked to contribute when funds received are insufficient.

### OUT OF SCHOOL ACTIVITIES

#### a) *Day Trips*

Parents or guardians may be asked to make voluntary contributions towards the cost of transport, admission fees, insurance etc to places of educational interest and also for transport to sports fixtures. These activities must be self-funding.

### **b) Residential Visits**

These activities must be self-funding, therefore all parents or guardians will be charged for these.

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits (see below).

The Headteacher will inform parents in receipt of the benefits listed in section below that there is support available to them when asked for contributions towards the cost of school visits.

Other charges will be made to cover the actual costs of any activities, as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

Any parent may approach the Headteacher on grounds of financial hardship for possible assistance that might be deferment of payment or approach to charitable trusts.

### **c) Other Activities**

On occasions activities may be arranged out of school hours. Such activities are classified as "Optional Extras" and charges may be requested to cover costs incurred. These activities must be self-funding.

## **SCHOOL RESOURCES AND BUILDINGS**

Parents/guardians may be asked to pay for defaced, lost or damaged resources such as reading books and for the repair of broken windows or other damage to school property in the event that such damage has been caused by unacceptable behaviour.

## **CALCULATING CHARGES**

When charges are made for any 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 cannot or will not. Support for cases of hardship will come through voluntary contributions and fund-raising.

Parents who would qualify for support are those who are in receipt of eligible benefits (see below).

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

For residential activities and day trips within the school day those pupils in receipt of Pupil Premium or who qualify for other benefits as listed below will receive a 50% subsidy. In the case of exceptional hardship the headteacher can apply discretion to individual pupils or families and reduce the amount requested.

### **Eligible benefits**

- Income Support (IS);
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income that does not exceed the threshold set by HMRC)
- the guarantee element of the State Pension Credit, and
- an income related employment and support allowance that was introduced on 27 October 2008.

### **MONITORING AND REVIEW**

This policy will be monitored and reviewed by the Resources Committee on an annual basis.