



Willoughby School

Charging and Remissions

Policy

Policy Dated – December 2017
Review - 3 Yearly or as changes occur December 2020
Responsible Team Leadership Team

Charges and Remissions

Safeguarding Statement

Willoughby School is committed to the safeguarding of all members of its community. Should concerns be brought to the Child Protection Officers having arisen from any aspect of this policy, then Safeguarding Procedures will be followed.

The school's policy will be guided by Section B09 of Lincolnshire County Council's Administration Handbook - Charging for School Activities, the Education Act 1996 and relevant legislation.

In addition to free provision of education during the school day, pupils whose parents are in receipt of (evidence of benefit will be required)

- Income support or income based jobseeker's allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Income-related Employment and Support Allowance

Will not be charged board and lodging where otherwise applicable to residential activities.

(The above list of benefits may be subject to amendment from time to time)

Charges will normally be made for the following activities:

- Board and lodging on residential visits.
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - i. travel
 - ii. materials and equipment
 - iii. entrance fees
 - iv. insurance costs

In line with Local Education Authority proposals the Governing Body will adopt the remissions policy (also see B09 Administration Handbook).

Parents may be invited to make a voluntary contribution towards the cost of an activity for which a charge may be made but there is no obligation to contribute and pupils may not be treated differently whether or not their parents make a contribution. If the school is planning a trip mainly within school hours (i.e. if 50% or more of the trip, including transport time, is within school hours), parents may be invited to contribute, but no pupil may be

excluded from the trip because their parents have not contributed. It should also be noted that charges made to parents must not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any shortfall in financing it because some parents have chosen not to pay, although there is nothing to stop other parents making a voluntary contribution over and above that cost if they so wish.

Please see overleaf for example scenarios to clarify the above.

Day Trip - In school time, part of the curriculum or non curriculum

Although education is free, **voluntary contributions** can be sought and school can reserve the right to cancel any trip if insufficient contributions are received.

If parents choose not to contribute no child will be discriminated against.

Residential Visits – Mainly in school time (50% or more of the trip is in school time)

Accommodation -	Chargeable (unless on certain benefits)*
Meals -	Chargeable (unless on specified benefits)*
Transport -	Voluntary contributions
Other Costs -	Voluntary contributions

*Parents should approach school if this applies.

Residential Visits – Mainly out of school time (50% or more of the trip is out of school time) and non curriculum

This is an Optional Extra

Charges for the whole amount will be applied

Voluntary contributions criteria do not apply even for those on benefits.

For trips and visits a breakdown of costs will be provided to ensure the above guidance is accurately applied by those costing the activity.

Trips will be organised with clear educational objectives.

School Dinners

Pupil meals are provided by an external catering provider. Where a pupil is entitled to Free Meals or Universal Infant Free School Meals the cost of the meal taken in school will be funded by school budget or funding grant.

Where a pupil taking Free meals is to be off site e.g. College visit, the school will provide a sum to purchase a meal to enable the full college lunchtime process to be enjoyed.

Where a pupil is on a Trip which requires a packed lunch (whether Payable or Free) parents may be able to order a packed lunch through the external

catering provider subject to enough notice. It will be the parent's responsibility to order direct and make arrangements for suitable/early delivery times.

Cooking in Class

Parents may be asked to provide ingredients or asked for an appropriate specified sum if the cooking is deemed to be outside the scope of Curriculum and therefore an extra activity. Staff will negotiate with parents on the most appropriate option depending upon the specific activity concerned. Parents are free to discuss their particular circumstances if hardship may arise and the Governors will consider whether remissions criteria may be applied considering entitlement to Free Meals or specific benefits outlined above.

Lettings Charges

See separate Lettings Policy

Professional Services

There are occasions when Willoughby Staff provide training and services to other schools. Some services may be covered by specific budgets and as such no charge will be made.

In instances where no budget is earmarked school will reserve the right to charge schools for any costs incurred e.g. supply, travel, expenses.

Additional charges for services supplied will be applied as appropriate and will be dependent upon the nature or complexity of the service/training being provided. All costs must be agreed in advance by both parties prior to service commencing. Also see Trainer Payments and Training Fees Charged Policy.

Charging Parents for Breakages

Governors reserve the right to consider charging costs for damage to property, arising from pupil behaviour in *exceptional circumstances* such as malicious intent. If actions are deemed to be due to a pupil's Special Needs and not malicious then such an option would not apply.

Pupil Absences

Where a pupil is persistently absent (not medically related) or takes holidays in term time the matter will be referred to the Education Welfare Service for advice and support, which may include financial penalty in line with Government regulations.