



# Crofton School

## Charging and Remission Policy

### Introduction

This policy is intended to conform to the requirements of the Education Reform Act 1996 as set out in sections 449-462.

In general school activities will be provided free of charge unless they fall into the categories set out in this policy.

The policy only applies to charges levied by the governors or by the school, on behalf of the governors.

### Chargeable Activities

The school will normally charge parents or guardians for the following:

- Board and lodging on all residential visits.
- Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the National Curriculum or to Religious Education. In this case the full cost may be charged including sufficient to cover the expenses of those members of staff or other qualified adults who must accompany the activity where this is necessary. These activities will be voluntary.
- The cost of extra-curricular instrumental and singing tuition organised by Crofton School. Crofton School values and promotes music. It, therefore, has a policy of subsidised music fees. The scale of charges being set at 50% of the average cost to the school in the previous financial year (rounded to the nearest £5 above per term) for all extra musical tuition per student. Parents will be notified, in writing, of the scale of charges prior to the start of school each year. Students are expected to commit to lessons for a period of not less than one year.
  - A reduced charge of 75% of the full annual charge will be made for siblings.
  - Failure to meet the parental contribution towards the cost of extra music lessons will lead to forfeiture of those lessons.
- The cost of entering a student for public examinations in excess of a single entry per subject.
- The cost of any enquiries relating to public examination results.
- The cost or supply of materials or ingredients in subjects such as CDT and Food Technology if the parents have indicated in advance a willingness to own the finished product.
- The cost of certain items explicitly indicated in our schedule of publications under the Freedom of Information Act.

### Voluntary Contributions

Voluntary contributions may be sought for activities taking place during school time. In these cases initial letters requesting such contributions must be treated differently; but will

- explain the nature of the activity and its likely value in educational terms;
- indicate the contribution per student which would be required if the activity were to take place;

- emphasise that there is no obligation to contribute and that no student would be omitted from the activity because their parents were unwilling or unable to contribute;
- explain that in the event of insufficient contributions being forthcoming the activity would be cancelled for all the students.

## **Remissions**

The cost of board and lodgings for residential activities taking place wholly or mainly in school time and the cost of music (instrumental and singing) lessons will be remitted for those students whose parents are in receipt of income support or family credit.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- 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 £15,575 (Financial Year 2008/09)
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

Should the school fail to be able to provide less than 30 music lessons per year, then a pro rata rebate based on 35 lessons per year will be made.

Other remissions will be at the discretion of the governors who will normally delegate that discretion to the Head Teacher.

## **Note**

This policy may only be altered at a formal governors' meeting. A copy of the policy will be kept in the school office for examination by parents, staff and members of the general public upon request during normal school hours.

## **Appendix to Charging and Remissions Policy**

### **Lettings**

Crofton School seeks to promote excellent community relationships, especially with community youth groups. It, therefore, makes realistic charges, for the hire of its premises and facilities to community groups. The charges made to groups, exclusively for the under-18 age group are less than those for including adults.

Commercial, private and corporate organisations will be charged at rates, not less than twice the community adult rate but not more than four times the community adult rate depending on the actual cost to the school in terms of wear and tear and staffing.

A full scale of charges will be approved by the governing body each year but this will normally be delegated to the finance sub-committee. The finance sub-committee will determine the scales of charges for lettings no later than 28 February each year and these are to be displayed at reception from 1 April each year.

### **Optional Extras**

The School may hold a stock of useful items such as ties, revision books and stationery, which may be sold to students or parents. Scales of charges for such items are to be determined in discussion with head teacher.