

Slaithwaite CE J & I School



Charging and Remission Policy



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Rationale

This Charging and Remission Policy informs staff and parents about charging for School activities and makes a clear distinction between delegated budget income and school fund income as laid down in the Kirklees LMS Finance Manual and Section 13 of the LMS Financial Regulations.

Purposes

This policy conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'. In accordance with these guidelines Slaithwaite CofE J&I School will set out clearly when activities or administration will incur a charge and for whom charges may be remitted.

Charges to Parents

- The School will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product. This does not include clothing
- The School will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups as prescribed by Kirklees School of Music
- The School may invite parents and others to make voluntary contributions to enable School Funds to go further. Children or parents who do not contribute will not be treated differently from those who do make contributions
- The School will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible
- The School may charge for board and lodgings on residential courses, except for pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Support under Part V1 of the Immigration and Asylum Act 1999; or Child Tax Credit (providing they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £16,040 (FY 09/10); Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head teacher

- The School may permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity
- The School may charge for activities (optional extras), which happen outside School hours when these activities are not a necessary part of the National Curriculum
- Parents are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children. The School may waive liability if the loss or damage was clearly an accident
- Single copies of information such as the School Prospectus and Policies are provided free upon request. A charge may be levied on requests for information obtained under the Freedom of Information Act

Charges to others

- All lettings will be charged in line with LA guidance.
- The Governing body acknowledges the fortunate position Slaithwaite J&I school are in with regard to their grounds and outdoor facilities, we also acknowledge the fundraising which has taken place by parents to provide these facilities. Whilst we encourage sharing of best practice and facilities we reserve the right to make charges to other schools and organisations to include, cover for supply staff, materials used and a contribution towards the upkeep of the facilities. An amount will be agreed with the headteacher in advance of each visit.

Conclusion

This Policy is to be reviewed on an annual basis by the Finance Committee.

Reviewed - October 2014

Next Review October 2015