



# **Sutton School and Specialist College Policy**

**For**

## **Charging and Remissions**

Most recently approved  
by governors on: September 2014

To be next reviewed on: September 2017

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# **SUTTON SCHOOL & SPECIALIST COLLEGE**

## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

This policy has been formulated in accordance with the Authority's guidance on Charging for School Activities

### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and Governing Body

### **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments and equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Tuition for pupil learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a public examination that the pupil is being prepared for at the school, or part of religious education
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that take place outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to another premises where the governing body or local education authority has arranged for the pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with an educational trip

## Public Information – Freedom of Information Act

The FOIA requires that all Public Authorities, including schools, adopt and maintain a publication scheme. This is a guide to show where information is stored and how parents/members of the public can access this information. Schools have the right to charge where there is a cost incurred in providing paper documents. It was felt where a charge is made 10p an A4 sheet is an appropriate amount. This will take into account the admin costs involved in accessing the information, photocopying and paper costs. There will be an additional charge where postage is required.

Charges for the use of premises are agreed with the Governing Body and any changes to these charges can be made by the Headteacher where he feels appropriate, this to be reported to the Chair of Finance. (Governors Finance Meeting September 2013)  
A summary of the Charging and Remissions Policy is included in the Parent Handbook.

## Charges

Governors will make a charge for each of the following

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) School meals £2.00
- (c) 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) non-teaching staff costs
  - (IV) entrance fees
  - (V) insurance costs
- (d) any other education, transport or examination fees unless charges are specifically prohibited, where applicable and under the direction of the Principal
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (f) extra-curricular activities and school clubs
- (g) School Locker - £5.00 deposit
- (h) Replacement Locker Key £3.50. Charges may need to be reviewed annually

## Remissions

For those Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, consideration may also be given to the remission of charges for board and lodging costs during residential school trips. This applies to the range of relevant support payments.

## Voluntary Contributions

### OPTION B

Parents will be invited to make a voluntary contribution for the following:

- a) Trips and visits in school hours
- b) Trips and visits outside school hours
- d) Any other events in school where the Principal deems it necessary to ask for a voluntary contribution

The terms of any request made to parents will specify that the request of a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- (a) That the contribution is genuinely voluntary and a parent is under no obligation to pay and
- (b) That the registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Principal

**Voluntary contributions will be used to off set the cost of the event**

Date of Approval:

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Policy Approved:

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Chair of Governors