



Charging and Remission Policy

Date:	Review date:	Lead:

Headteacher signed:	Date:	Chair of Governors signed:	Date:

Charging and Remissions Policy

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 Brookfield Academy is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for

- Governing Body of Brookfield Academy recognise that legislation prohibits charges for the following:
- Education provided during school hours including the supply of any materials, books, instruments or other 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 pupils learning to play musical instruments if the tuition is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it in school
- Examination re-sits if the pupil is being prepared for the re-sit in school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place during school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupils fs 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 arranged for the pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for.....

- Board and lodgings on residential trips (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ("optional extras") to meet the costs for:
 1. Travel
 2. Materials and equipment
 3. Non-teaching staffing costs
 4. Entrance fess
 5. Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided for the academy.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the academy.
- Any other education, transport or examination fees unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra- curricular activities and school clubs.
- Any extended school activity.
- Damage/vandalism/loss to and of school property.
- Community use/Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- **Income Support.**
- **Income Based Jobseeker's Allowance**
- **Support under part VI of the Immigration and Asylum Act 1998.h**
- **Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the maximum as assessed by Inland Revenue.**
- **Guarantee element of State Pension Credit.**

Voluntary Contributions

Parents will be invited to make a voluntary contribution transport and additional costs incurred on an educational visit whether inside or outside school hours.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

That the contribution is genuinely voluntary and a parent is under no obligation to pay

That 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 Headteacher.

Voluntary Contributions will be issued to cover the additional costs incurred in providing the educational trip.

School Meals

School meals are provided by Rotherham Borough Council Catering and they govern costs.