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# Burston and Tivetshall Partnership Schools

## Charging and Remissions Policy

**Committee Responsible:** Finance, Premises and Resources Committee

**Review Interval:** Annually

	<b>Date Last Approved</b>	<b>Proposed By</b>	<b>Seconded By</b>	<b>Date for Review</b>	<b>Changes Made</b>
1	24/11/2011	D. Crowe	N. Ajdukiewicz	Autumn 2012	
2	27/09/2012	D. Crowe	R. Lewis	Autumn 2013	
3	30/9/2013	D. Perry Yates	C.Green	Summer 2014	
4	30/06/2014	R. Lewis	D. Perry-Yates	Summer 2015	No changes
5	25/11/2014	R. Lewis	D. Perry-Yates	Summer 2015	Charges for cookery removed.

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As maintained schools, Burston & Tivetshall C.P. Schools provide free education according to the National Curriculum for all its registered pupils. Neither the school nor the L.E.A. will make any charge for such education.

The Board of Governors recognises the valuable contribution that a wide range of activities, including visits, residential experience and practical work such as cookery can make towards pupils' education. The Board of Governors aims to promote such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

**Charges:**

EDUCATIONAL VISITS: The high cost of transport and in many cases, admission fees, make educational visits prohibitive to a small school on a tight budget. Although the Friends of Burston & Tivetshall Schools assist with the costs of such visits, parental voluntary contributions of a reasonable amount per child are requested. All letters sent home to parents about trips should include the total cost of the trip per child and ask for contributions of a reasonable amount per child. However, no child will be prevented from attending such a visit if a parental contribution towards the cost is lacking. If insufficient funds are collected to meet the cost of the trip, the trip may be cancelled.

RESIDENTIAL VISITS: Where possible such visits will be offered on an annual basis. The children participating in any such visit will be encouraged to raise funds towards such a trip. The full cost of such a visit will be levied. If insufficient parental interest is shown in such a trip or insufficient parental contributions are tendered, then the trip will not take place. The 'Friends of Burston & Tivetshall Schools' will be approached to assist with transport costs for such trips. County Policy will be adhered to where requests for remission of charges for board & lodgings is requested.

INSTRUMENTAL TUITION: Individual tuition may be available for other instruments, in which case the Board of Governors reserves the right, according to L.E.A. policy, to charge the full cost of tuition, sheet music and hire, maintenance and insurance of the instrument.

CLUBS: A charge will be made for clubs where costs are incurred from outside agencies and or cost of ingredients/materials. Requests will be for parents to pay half termly regardless of attendance due to the

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administration costs incurred through paperwork and time to refund money unless the refund is for £5 or more.

**CRAFT/COOKERY:** The Board of Governors supports the provision of practical subjects such as technology which incur a high cost of materials and ingredients. The Board of Governors will no longer charge for cookery ingredients and materials.

The Board of Governors reserves the right to ask for contributions at special occasions / events outside of the usual curriculum.

**Remission of charges:**

Only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, an income-related employment and support allowance (this benefit was introduced on 27 October 2008); Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 or the Guarantee Element of the State Pension Credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LEA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

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End of Policy Document

This policy document is not current until the signature box below is complete: -

Full Name:	
Signature:	
Date:	