



# Charging & Remissions Policy

Autumn 2020

## Purpose & Scope

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body to:

- Make a broad programme of activities and educational visits accessible to as many pupils as possible
- Establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognises that there is a clear distinction in charging between curricular and noncurricular activities.

## Charges

The school makes charges for personal photocopying and printing.

- A4 white single sided = 5p
- A4 coloured single sided = 25p
- A4 white double sided = 7p
- A4 coloured double sided = 35p
- A3 white single sided = 10p
- A3 coloured single sided = 50p
- A3 white double sided = 14p
- A3 coloured double sided = 70p

The school makes additional charges for different paper types.

- A4 coloured paper = 2p
- A4 coloured card = 4p
- Binding = 40p
- Laminating - per sheet = 20p

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account.

## Freedom of Information

Information published on our website is free, although you may incur costs from your internet service provider when downloading information.

If you do not have internet access, you can access our website using a local library or an internet café.

If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

All charges will be fair and reasonable.

### Educational Visits and Resources

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination (e.g. end of Key Stage 2 tests).

The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given.

Any insurance costs will be included in the charges for the trips and activities.

If a pupil withdraws from a trip, the deposit will be none refundable.

Payment plans can be put into place to support parents who may find payment in a lump sum difficult and who are not in receipt of any statutory contributions.

### General Lesson Costs

A charge may be levied in the following circumstances:

To levy a charge in practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product, e.g. in practical subjects such as Design Technology (Food).

### Books and Equipment

To levy a small charge for lost exercise books or damaged equipment.

Text books which are issued to pupils and may be taken home are the responsibility of pupils who will be charged for any loss or damage.

### School Property

To charge parents for damages to or loss of school property caused willfully or neglectfully by their children.

Damage to school property will be charged as follows:

No charge made for accidental damage.

50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules.

100% of cost of repair or replacement will be charged where the damage to school property is willful and deliberate.

### Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Head's discretion.



## Elloughton Primary School: Policies, Procedures, Codes & Guidance

### Statutory Remission

Statutory remission is given to those parents who are in receipt of:

- Income Support
- Income Based Job Seekers Allowance Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold)
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity. Requests for statutory remission should be made to the Head of Elloughton Primary and complete confidence will be observed in every case

### Monitoring of compliance with and effectiveness of the policy

The Governing body is responsible for the final approval of this policy and procedure and for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

The Head of Elloughton Primary is responsible for overseeing the introduction, implementation, monitoring and review of this policy.

### Adoption, Approval, Sign Off

Signed	Mrs Churchill
On behalf of	Leadership & Management Committee
Date	12th November 2020

### Document Control

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