

KINGSWAY COMMUNITY TRUST

CHARGING AND REMISSIONS POLICY

March 2017

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Review date: Spring 2022

The Education Act (1996) section 457 requires Governing Bodies to hold and keep under review a charging and remission policy relating to the circumstance in which a charge can be made for an activity.

School charging Education School governing bodies and local authorities, cannot charge for:

- An admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- 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 school². Schools and local authorities can charge for:
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see page below);
- Music and vocal tuition, in limited circumstances (see page 6);
- Certain early years provision³ ;
- • community facilities⁴.

The Trust Board recognises the valuable contribution that the wide range of additional activities including clubs, trips and residential experiences can make towards pupils' personal and social education.

CHARGES

The Trust Board reserves the right to make a charge in the following circumstances for the activities organised by the school:

- The full cost of each pupil of any activities deemed to be an optional extra taking place outside school hours.
- The Trust Board reserves the right to charge children for the deliberate breaking or loss of school property.

REMISSIONS

The Trustees reserve the right to financially support a family in hardship which makes it difficult to meet payment for a residential visit.

VOLUNTARY CONTRIBUTIONS.

The Trust Board will seek voluntary contributions for the benefit of the school, or in support of any school activity, whether during or outside school hours, residential or non-residential.

The level of contribution will never exceed the cost of the activity and no pupils will be treated differently, dependent on whether or not their parents/carers have made any response to the request for voluntary contributions.

The Trust operates a Voluntary School Fund weekly contribution, used for Christmas parties, entertainment, cookery, sundries, materials etc other than provided by the LA. The fund is audited and presented to governors and parents/carers annually.

The Trust Board reserve the right to change the policy in the light of current circumstances.

The present hours deemed to be within school hours are 8.55 am to 3.20pm.

If sufficient contributions are not raised in this way the Trust Board reserve the right to cancel or delay the activity.

Issue Status

Date	Issue	Author	Date approved by Trustees	Review date
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