



Charges and Remissions Policy 2016 – 17



Approved by Governing Body on: 15.2.17

Signed by Chair of Governors:

Head Teacher 

Date of Review : 6.2.17

Vision Statement

Opportunities for all
Realising the child's potential

Challenging and exciting

Holistic, happy and healthy

Aspirational

Recognising and celebrating achievements

Diversity and partnership

Mission Statement

Together with home and the community, we aim to provide a nurturing, challenging, high quality teaching and learning environment within a friendly, supportive multi-cultural setting. Encouraging children and staff to respect and value one another.

The Governing Body of the Orchard school recognises the valuable contribution the wide range of additional activities, trips, residential experiences can make towards pupils personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

It is accepted that compulsory charges cannot be made in respect of educational activities during School hours, including cost of materials and resources.

It is also accepted that compulsory charges cannot be made in respect of educational visits that are required as part of the syllabus for a public examination, the Curriculum or Religious Education.

In order to provide the pupils at the Orchard School with a breadth of educational experiences and, *in particular, to compensate for the lack of opportunities to explore the local community as a result of limited mobility or lengthy periods of illness*, it is very important that pupils participate in planned educational visits.

It is recognised that although there is no charge levied for transport for educational activities, many educational visits will depend on financial contributions, in part, from parents/carers . Without some financial contribution from parents/carers the School would find it difficult to maintain the number of visits that regularly take place. The voluntary financial contributions from parents/carers are kept to a reasonable minimum with the aim that all children from the relevant class or subject area, participate in day visits.

The Governing Body within this policy have outlined activities for which charges can be made under the Education Act of 1988 and also activities for which no charge can be made and for which the Governing Body will need to make provision for within the school budget.

Charges

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

1. Day Visits

For those educational visits where there is a cost, other than the cost of transport, the School will invite a voluntary contribution from parents/carers to meet the costs.

2. Residential Visits

The School will invite voluntary contributions from parents/carers to assist with the cost of food and accommodation. The Governing Board intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

3. Involvement in Sporting Activities

When pupils are representing the School in sporting activities, the School will pay the cost.

4. Educational Materials

Where pupils create articles, for example, food technology lessons, parents/carers may be asked to provide a contribution to costs or materials/ ingredients on a voluntary basis.

Where parents/carers wish to own the finished product they may be required to meet the cost of the materials.

5. Voluntary Contributions

The eligibility of pupils to take part in School activities will not be affected by whether or not a voluntary contribution is made.

The Head Teacher will consider suspending or cancelling any activity which cannot be funded adequately.

6. School Meals

The School will provide a school meal to all of those pupils who are not eligible for Free-School Meals or who do not bring a pre-prepared lunch from home. Where the School provides a meal from Catering it does so in good faith and expects the balance to be settled in good time. The school administration team will provide reminder letters detailing the balance due and suitable methods of payment. The school reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

Remissions Policy

The Remission Policy adopted by The Orchard School accepts that charges may be waived or reduced, at the discretion of the Head Teacher.

Where parents/carers of a pupil are in receipt of state benefits see below or the pupil is entitled to Free School Meals (FSM), then subsidised places may be available. income support

- Income based Jobseekers Allowance
- Support under the Immigration and Asylum Act 1999
- Child Tax Credit provided the parents is not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guaranteed State Pension Credit

The Governing Body is concerned that the Charges and Remissions Policy hold no pupil at a disadvantage. If any parent wishes to apply for a remission of charges for any school activity they may do so through the Head Teacher.

School Financial Protocols will be followed at all times by all staff (see Policy).

The Governing Board will review this policy on an annual basis.