



Ingleby Manor Free School

Charging and Remissions Policy

Accessibility Policy

Reviewed on 21st September 2016

Review date: Sept 2017

Roles and Responsibilities

This school is a member of the School Partnership Trust Academies (SPTA). It will work closely with SPTA personnel and other SPTA academies to fully implement SPTA guidance in this area. The local Advisory Board of this school will fully reflect SPTA guidelines when determining the content of this policy. Any determination with respect to individual parents/carers will be considered jointly by the Principal and local Advisory Board. **The Office Manager** will take responsibility for the implementation of this policy and provision and on an operational basis, also for management, responsibility and evaluation of this policy

Suggested Audience

All administration, teaching and support staff and parents*. As part of their school induction and professional development, these members of staff will participate in training which will enable them to competently use the procedures and principles defined in this 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.

*The term parent in this document refers to all legally designated responsible adults.

Activities for which charges cannot be made

The local Advisory Board recognises 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 student is being prepared for at the school, or part of religious education.

- Tuition for students 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 student is being prepared for at the school.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.
- Education provided on any trip that takes place during school hours that is part of the National Curriculum or an examination course.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- Transporting registered students to or from the school premises, where in the past, the local education authority has had a statutory obligation to provide transport.
- Transporting registered students to other premises where the local Advisory Board or in the past, the local education authority has arranged for students to be educated.
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school.

Activities for which charges may be made

The local Advisory Board and Principal will consider asking parents/carers to meet the costs of the activities detailed below. The charges will be made after consultation with parents, will not exceed the cost of the provision and will be proportional for each student. Activities will not be confirmed until parental agreement has been received, ideally by return of a signed reply slip.

Activity	Note
Board and lodging on residential trips	Information about activities and costs to be distributed to parents well in advance of any trip, to

	enable financial planning by the family to take place
<p>The proportionate costs for any student on activities wholly or mainly outside school hours ('Optional extras') to meet the costs of:</p> <ul style="list-style-type: none"> • Travel • Materials and equipment • Non-teaching staff costs • Entrance fees • Insurance costs 	
Vocal and musical instrumental tuition	Charges to cover additional costs incurred by the school, beyond any element covered by public funding
<p>Any education, transport or examinations where no further preparation has been provided by the school</p> 	
Any other education, transport or examinations fee unless charges are specifically prohibited	

Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Any extended school activity	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Damage / vandalism / loss to and of school property or services	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Replacement of any damaged parts caused by students setting off fire alarms for a prank	A charge of £50 will be made to a student who deliberately triggers the fire alarm knowing there to be no fire.

The school will make every effort to ensure that all information clearly defines costs and activities as simply and clearly as possible and is communicated well in advance, to enable families to plan for these charges.

Remissions

As far as its resources allow, the school will support students and their families to participate in the full range of activities which will be offered as part of the curricular and extra-curricular provision, where a voluntary parental contribution may be necessary, for any activity to be financially viable. This applies particularly to those students whose families receive support payments, such as those detailed below. While each case for support will be reviewed sympathetically, and in full confidence, the school itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its students.

Students whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to apply to the school for some remission of charges for board and lodging costs during residential and other 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
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed government set thresholds
- Guarantee element of State Pension Credit

All letters to parents regarding activities which request a parental contribution will include a statement inviting those parents/carers receiving any of the benefits above to contact the school in confidence if they would like their child / children to participate, giving details of the relevant benefit, so if necessary the school can confirm this.

Voluntary Contributions

The Principal may ask parents for a voluntary contribution to support school activities.

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:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- b) That students at the school will not be treated differently whether or not their parents have made any contribution in response to the request.
- c) The activity may not take place if insufficient contributions are made.

The responsibility for determining the level of voluntary contribution will be delegated to either the school's office manager under the direction of the Principal.

The SPTA has a Foundation Fund which the school may be able to access, in some circumstances, to support its voluntary activities

Lettings

The school will make its facilities available to outside users and the community via the Ingleby Manor Foundation Trust (IMFT) at a reasonable charge to cover the cost of providing the facilities. The scale of charges will be determined annually by the IMFT.

All potential school users will be made aware on application that they will be expected to use the school in accordance with the ethos of the Trust, partners and the school.

Other charges

The Principal, SPTA, the school Resources Committee or EAB may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or a Freedom of Information request.

School Meals

The local Advisory Board will determine and publish annually the price to be charged for school meals.

Monitoring and Review

The Office Manager is responsible for monitoring all aspects of this policy. An annual written report will be made to the local Advisory Board, giving precise figures around charges and parental/carer contributions.