



Dame Alice Owen's School CHARGES and REMISSIONS POLICY

Agreed by the Governing Body Curriculum Committee
To be reviewed
(*reviewed every 2 years*)

October 2016
Autumn 2018

Governors' Policy on Charges and Remission

1. The Governors approve of the present school practice of inviting voluntary contributions from parents for activities taking place during school hours or for essential equipment or materials used during school hours and confirm that this may continue, within the provisions of the Act.
2. The Governors ensure that no student is excluded from an activity (where voluntary contributions are invited) or from the use of equipment or materials on the grounds of parental unwillingness or inability to make a voluntary contribution.
3. The Governors confirm, however, that, at the discretion of the Head (or her Deputy) proposed activities (for which voluntary contributions have been invited) may be curtailed or cancelled if the estimated costs prove excessive for school budgeting.

4. Residential visits

The Governors will **not** charge for:

- education provided on any visit that takes place during school hours; and
- education provided on any visit 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 pupil is being prepared for at the school, or part of religious education.

The Governors **will** charge for:

- board and lodging, although the charge will not exceed the actual cost.

5. The Governors propose to charge for "optional extras" at full cost, e.g. ski trips and international visits which are not essential for the student's programme of study, or, as advised by the Head in certain instances, with a subsidy and if necessary, in accordance with the provisions of the Act, through the operation of a remission scheme.

6. The Governors will meet the cost of board and lodging in respect of compulsory or essential curriculum residential visits in the case of students whose parents are in receipt of the following benefits:
- Universal Credit in prescribed circumstances;
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
 - the guarantee element of State Pension Credit; and
 - an income related employment and support allowance that was introduced on 27 October 2008.
7. The Governors, in charging for "optional extras", would consider sympathetically recommendations from the Head (or her Deputy) that charges for board and lodging for residential visits be remitted in particular cases where parents are in receipt of income support or family credit.

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