

**CHARGING POLICY**  
"with regard to school visits"

The governors have accepted the LA'S recommended charging policy a copy of which is available in school pages 67–73 from Telford & Wrekin Council School Prospectus: Legal Requirements and Notes for the guidance of Head Teachers and School Governing Bodies. The Governors would, however, like to point out that activities offered to the children are unlikely to take place unless sufficient parents offer the suggested level of voluntary contribution (see Governing Body of St Matthew's School and Nursery Centre's statement of Charging and Remissions Policy in response to Chapter III (Sections 449 to 462) of The Education Act, 1996).

**GOVERNING BODY OF ST MATTHEW'S SCHOOL & NURSERY CENTRE STATEMENT OF CHARGING AND REMISSIONS POLICY**

**1. Chapter III (Sections 449 to 462) of The Education Act, 1996 requires the Governing Body to:-**

**"...determine and keep under review a policy with respect to the provision of, and the classes or descriptions of, cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455..."**

**2. The Governing Body have noted that The Education Act 1996 allows charges to be made in the following areas:**

*Optional extras - Activities are not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place "out of school time".*

*Individual Instrumental Tuition - Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations*

*Materials Used in Craft Subjects - Subject to the parents having agreed in advance they wish to own finished product.*

Board and Lodgings – Charges

At any time ("in school time" or "out of, or 'deemed out' of, school time") subject to, for residential visits taking place or, deemed to take place "in school time" only, full remission to those parents in receipt of:-

- Income Support (IS);
- Income Based Job Seekers Allowance (IBJSA);
- Support under Part IV of the Immigration and Asylum Act 1999;
- \*Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue, that does not exceed \*\*£16,190

(Note: Children who receive Income Support or Income Based Job Seekers Allowance in their own right are also entitled to receive remission);

- Guaranteed element of State Pension Credit;

(Notes: \*For residential visits to the Arthog Outdoor Education Centre **only** – parents in receipt of Working Tax Credit with an annual income, as assessed by the Inland Revenue, that does not exceed \*\*£16,190 will also qualify for remission of board and lodging charges as described above.

\*\* This was the qualifying amount as at April 2008. As it will increase for inflation from time to time subsequent qualifying figures should be checked with FSM staff.)

Examination Entry Fees - Public examinations no prescribed in regulations



Prescribed public examinations where the pupil has not been prepared by the school Resits of prescribed public examinations where no further preparation has been provided by the school.

**3. The Education Act 1996 does not debar voluntary contributions being made by parents.**

*The Governing Body would wish to try to ensure that the level of visits and activities established at the School continue but emphasise to parents that this can only happen with their full support and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.*

The Governing Body note that parents are not debarred from making voluntary contributions in any situation including those in receipt of the qualifying benefits set out in 2. above under "Board and Lodgings charges". Allowance contributing towards the costs of board and lodgings if they so wish.

The Governing Body also note that there are no restrictions on the level of voluntary contribution that can be made nor are there any restrictions as to the use of which such contributions may be put.

**4. The Governing Body notes that The Education Act 1996 prescribes:**

- that no charges (other than for board and lodging costs as described in 2. above) may be levied for school activities taking place or deemed to take place "in school time";
- that voluntary contributions must be genuinely voluntary;
- that there is no obligation on parents to contribute and
- that pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing body that participation in all trips and visits is voluntary and notwithstanding charging requirements parents have the right, for whatever other reasons, to choose that their children not participate.

**5. The Charging and Remissions Policy for St Matthew's School will, for the time being, be as follows:**

- (i) *The Governors reserve the right to make charges where the law allows and as set out in 2 above.*
- (ii) Individual instrumental tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.
- (iii) From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be so informed when these occasions arise.
- (iv) The Governing Body notes that the LA has provided funding for the remission of board and lodging costs for "in school time" courses at the LA's own Outdoor Education Centre at Arthog.

Should the Governing Body choose to hold "in school time" residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are entitled and who claim.

- (v) The Governing Body have instructed the Headteacher to include in the school's disciplinary code that parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' behaviour.



**St. Matthew's C.E. (Aided)  
Primary School and Nursery Centre**

**CHARGING & REMISSIONS**

October 2014