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# THE LATYMER SCHOOL

Founded 1624

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## CHARGING AND REMISSIONS POLICY

Policy adopted	Full Governors' Meeting June 2010
Policy circulated	June 2010
Review policy	Governing Body to Determine. This version considered 9 <sup>th</sup> June 2015.

Legislation: Maintained schools - Education Act 1996, section 457.

Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.

Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381.

The School Information (England) Regulations 2008 (as amended).

Also see: School charging advice

## THE LATYMER SCHOOL - CHARGING POLICY

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements and guidance detailed in ' A Guide to the Law for School Governors – Chapter 16, January 2005.

In accordance with these guidelines The Latymer School:

- Will not charge for standard text books, materials, equipment and transport to carry pupils between the school and an activity within the core curriculum.
- Will not charge for any curricular activities which take place in School time. However, the school will request voluntary contributions for additional specialist tuition costs associated with Field Trips (e.g. Biology) and for all costs relating to the Y7 and Y9 trips to the Field Centre in Cwm Penmachno, North Wales (Please see section below). Please note that charges for instrumental tuition during school hours for individual pupils are arranged directly between parents/carers and the music tutors.
- May 'charge' for other School -Time activities by inviting parents and others to make **voluntary** contributions to enable School funds to stretch further. Children of parents who do not contribute will not be treated differently from those who do make contributions
- Will cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses, subject to the following exceptions and associated subsidies:
  - **100% subsidy** for:
    - (a) Pupils awarded Free School Meal status or
    - (b) Whose parents are receiving Income Support; or
    - (c) Income-based Jobseeker's Allowance; Support under Part V1 of the Immigration and Asylum Act 1999;
    - (d) Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,040 (adjusted annually in line with Her Majesty's Revenue & Customs (HMRC) figure as appropriate);
    - (e) Guaranteed State Pension Credit.
  - **50% subsidy** for families receiving Working Tax credits and which have an annual income, assessed by the Inland Revenue, that does not exceed £16,040 before any tax credit supplement (adjusted annually in line with HMRC figure as appropriate);
  - Should there be exceptional factors not covered by the above criteria, parents are requested to write to the school Bursar explaining the specific circumstances relevant to their request for financial support for each curricular trip or activity. Depending on these circumstances, the Headteacher may authorise a discretionary subsidy.

The subsidies noted above also apply to:

- (a) Musical instrument tuition classes, including voice (one 20 minute class per week)

- (b) School time activities where a request for voluntary contributions has been made

During the first year of pupils' arrival at school, the Headteacher will inform parents of the right to request financial support for curricular activities if they are receiving these benefits and each set of trip/activity documentation will indicate the process for requesting financial support.

#### Ysgol Latymer – Outdoor pursuits Centre

Please note that the Ysgol Latymer Field Centre in North Wales is wholly owned by The Latymer Foundation at Edmonton and is operated on a 'non-profit' basis when used by pupils of The Latymer School.

The school will therefore 'charge', via a request for contributions to all Y7 and Y9 parents, for the full costs of the trips including all activities and transport to and from the Field Centre. With the exception of :

- a) Those families qualifying for financial support as noted above; and
- b) Pupils who may be withdrawn from these trips for religious or medical reasons;

It is expected that all pupils will contribute in full such that the operation of the field centre does not pose an additional burden on the school budget. With these exceptions any other withholding of contributions may risk cancellation of the trips.

In addition, The Latymer School:

- May permit organisations to charge parents when such an organisation is acting independently of the School or the LEA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside School hours when these activities are not a necessary part of the National Curriculum. Will also charge parents an administrative cost for organising these non-curriculum activities. This will be £2 for day trips and £15 for residential trips.
- Will ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

#### **Charges to Third Parties and Bad Debts Procedures**

The Governors will review the lettings charges levied by the school on an annual basis. There is very little external letting activity and bad debts are not an issue. This situation will be kept under review and the policy modified if required.

#### **Policy Review**

The Governors will review this charging policy on an annual basis.

*Draft by Mark Garbett 22/4/15 and amended £10 to £15 following Fincom meeting 19<sup>th</sup> May*