

## **Charging & Remissions Policy**

Reviewed: **February 2021**  
Review period: **Every 2 years**  
Review date: **Spring 2023**



### **Aim:**

Portesbery School aims to enhance the core curriculum and the experience of its students through the use of additional activities, materials and resources. The cost of these is beyond the school's core budget and we can only offer them if we can raise the funds to support them. All activities that are part of the National Curriculum/Core Provision will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

### **Voluntary Contributions:**

The school governing body or the LA are able to ask for voluntary contributions for the benefit of the school or any school activities.

However:

- The contributions must be genuinely voluntary.
- It must be made clear to parents that there is no obligation to make the contribution.
- **It must be made clear at the outset that if insufficient voluntary contributions are raised then the visit/activity may be cancelled.**
- No child should be excluded from an activity because his/her parents are unwilling or unable to pay.
- The school's policy for allocating places must be made clear to parents at the outset.
- When making requests for voluntary contributions parents must not be made to feel pressurised into paying, as it is not compulsory.

There is no limit on the level of voluntary contribution which parents or others can make to school activities, and the school will ensure that contributions are used for the purpose specified in the request.

### **Residential Activities and Extended Services:**

For a residential activity taking place largely during school time or essential to the education provided at Portesbery School, no charge will be made for the education or the cost of travel, however a request for a voluntary contribution to cover travel costs can be made. The school will charge for the actual cost of board and lodging. Parents on low incomes or in receipt of any of the following benefits may be entitled to full or partial remission of charges when asked for contributions towards the cost of school visits/activities.

- Universal Credit (provided you have an annual net earned income of not more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of not more than £16,900)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Any charge made should not exceed the actual cost of the optional extra equally divided by the number of pupils participating. Participation in any optional activity will be on the basis of parental choice and willingness to meet the charges.

Portesbery School will take advice from Surrey's Virtual School to clarify the position in respect of any Looked After Children whose parents/carers seek remission.

### **Extended Services:**

All charges made to parents/carers for the After School Club and Summer Scheme provided by Portesbery School will be in accordance with the guidelines and contract issued by Surrey Short Breaks for Disabled Children and Surrey County Council. The charges are to cover staffing, premises and resources costs, and the provision is non-profit making.

Late collection of a child will be charged at £5 for the first 15 minute period after the official closing time, and £1 per minute after that time. This is in line with other childcare providers.

The Governing Body of Portesbery School have agreed that the Charging and Remission Policy will reflect the principles established in the Education Regulations 2006.