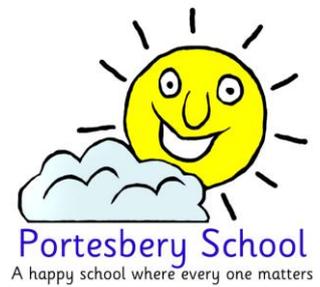


Charging & Remissions Policy

Reviewed: **February 2017**

Review period: **Annually**

Review date: **Spring 2018**



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.

Voluntary Contributions:

Portesbery School will not charge for activities that take place during the school day, but will invite parents to make a voluntary contribution. If a particular activity will require additional funding, this will be explained to parents during the planning stage. No pupil will be excluded from an activity because his/her parents do not feel able to make a contribution but an activity may not take place if there is insufficient support by parents.

Portesbery School will request voluntary contributions to support the additional cost of activities beyond the core offer. The terms of any request for contributions will be made clear:

- a) That there is no obligation to contribute, and
- b) That registered pupils at Portesbery School will not be treated differently according to whether or not their parents have contributed.

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 either the education or the cost of travel. The school will charge for board and lodging for such activities except for pupils whose parents are in receipt of:

- Income Support (IS)
- Income Based Job Seeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that their annual income is less than £16,190 (as assessed by Her Majesty's Revenue and Customs) and they are not in receipt of Working Tax Credit.
- The Guarantee element of State Pension Credit
- Income Related Employment and Support Allowance (replaces Incapacity Benefit and Income Support paid on incapacity grounds for new applicants)

A suggested level of contribution of 25% of could be requested from the parent/carer.

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 Childcare and Summer Play 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 Reform Act 1988.