

# Castleton&Glaisdale Federation

## Charging and Remissions Policy For Activities, School Visits, Journeys and Remissions March 2015

### What is the Policy for charging for activities?

This is the Policy of Castleton School relating to charges for educational activities. The basic principle is that education for pupils in maintained schools shall always be free of charge where it takes place wholly or mainly in school hours or takes place out of school hours but as part of the syllabus for a prescribed examination, the National Curriculum or part of statutory religious education.

The school may charge for “optional extras” or “board and lodging” where relevant.

In relation to activities which are not part of the syllabus for a prescribed examination, the National Curriculum or part of statutory religious education where the activity is outside school hours, the school may charge for “optional extras”. Parents will always be given as much notice as possible where a substantial contribution is being requested, and will be given the opportunity to pay in instalments where appropriate.

Any charge will not exceed the cost of the “optional extras” and will not include the cost of any teacher employed by the Local Authority (LA).

The school may ask for voluntary contributions towards the cost of an activity that takes place during school hours. Those parents who do not contribute will not be discriminated against.

Where, however, there is a shortfall in funding from voluntary contributions, then alternative funding will be sought, or the Headteacher may decide that the activity should be cancelled.

### Remissions

Section 200 of the Education Act 2002 requires that children whose parents are in receipt of the following payments are entitled to free school lunch entitlement and the remission of charges for board and lodging on residential school trips:

- Income Support
- Income-Based jobseeker’s Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit - provided you are not entitled to Working Tax Credit, and have an annual household income of (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Support under part VI of the immigration and Asylum act 1999
- Guarantee element of State pension Credit.
- A “Run-on” of Working Tax Credit – the payment someone may receive for a further four weeks after qualifying for working tax credit.

Please contact the school if you have any queries. Any discussions with the Headteacher, your child's teacher or any member of staff will be treated with respect and in confidence. The school will do all that it can to ensure that all children are able to be included in all activities, and that none should be disadvantaged by lack of parental means. Please contact the school for further information.

**Review March 2018**