

## Charging and Remissions Policy

### 1. Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy (Haringey) and the DfE guidance and complements the school's Admissions Policy, Curriculum Policy and Educational Visits Policy and Guidance.

### 2. Definition

The school day is defined as: 9am until 3.30 pm.

### 3. Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every 3 years.

### 4. Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. There will be no charge for any activity that is an essential part of the syllabus for an approved examination or accredited course of study.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example visits to a museum. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities)

From time to time we may invite a non-school based organisation such as *Chicken Shed* to arrange an activity during the school day. Such organisations may charge TreeHouse, who may then ask parents to make a voluntary contribution. Again, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities.)

### 5. Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example a visit to the theatre. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### 6. Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal day, charges may be made. When such activities are arranged parents will be told how the charges were calculated.

### 7. Residential

Charges will be made towards board and lodging, except for pupils whose parents are in receipt of eligible benefits, however, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. On many occasions, TreeHouse School has been successful in

Policy Owner	Headteacher of TreeHouse School	Review Date:	October-18
Policy No.	AaA 089	Version No.	1.0

gaining donations (restricted funds) that have enabled the school to heavily subsidise educational visit and significantly reduce the charge to parents or carers.

### **8. Minibus**

Travel in the school mini-bus is free.

### **9. Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **10. Eligible benefits**

Income support;  
Income-based Jobseeker's Allowance;  
Support under part VI of the Immigration and Asylum Act 1999; or  
Child Tax Credit

Policy Owner	Headteacher of TreeHouse School	Review Date:	October-18
Policy No.	AaA 089	Version No.	1.0