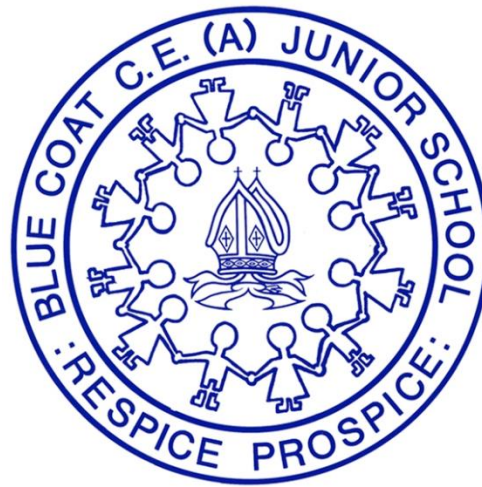


Love God, love others

Let your light shine



BLUE COAT FEDERATION OF INFANT & JUNIOR SCHOOLS

CHARGING AND REMISSIONS POLICY

INTRODUCTION:

This Charging & Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statement on charging and is reviewed on an annual basis by the federation Governing Body's Finance Committee.

AIM & OBJECTIVES:

The aims of this Policy are to:

- Set out what the Federation will not charge for, what it will make charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payments are sometimes made for some activities.

ACTIVITIES WITHOUT CHARGE:

There will be no charge for the following activities:

- Education provided wholly or mostly during Federation hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in Federation hours to carry pupils between the Federation sites and an activity.
- Education provided outside Federation hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the Federation or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for prescribed public examinations including re – sits provided that a pupil has been prepared for it at the Federation.

VOLUNTARY CONTRIBUTIONS:

The Federation may ask for voluntary contributions to assist with funding the cost of activities, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

CHARGEABLE ACTIVITIES/OPTIONAL EXTRAS:

The Federation may recover the full cost of the following activities, which may be provided directly or through commissioned services but charges will not exceed the actual cost:

- Educational or other activities provided wholly or mainly outside Federation hours, which are not:
 - a) Part of the National Curriculum.
 - b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at the Federation.
 - c) Part of religious education.

(Note: This could include before and after school clubs run by the Federation).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering pupils for public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside Federation hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the Federation.
- Provision of instrumental and vocal tuition, which takes place during the Federation day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

When calculating the cost of optional extras, an amount may be included in relation to:

- The cost of buildings and accommodation.
- Non teaching staff
- Teaching staff engaged under contracts for service purely to provide an optional extra (including
- Supply teachers engaged specifically to provide for the optional extra).

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during Federation hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

REMISSIONS POLICY:

There will be a discounted rate for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other "chargeable activities" may also be fully or partially remitted. Details of any remissions arrangements will be made clear when parents are informed of charges for individual activities.

OTHER CHARGES:

Breakages: Parents may be asked to pay for the cost or contribute towards the cost of replacing broken windows, musical instruments, and ICT equipment, lost books etc, where this has resulted in the pupils' behaviour.

Freedom of Information Act – Paying for information: Single copies of information covered by this publication are provided free unless stated otherwise in the Scheme of information available under the Freedom of Information Act. If a parental request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as a printed publication the Federation will inform the parent of the cost before fulfilling the request.

Passport Applications: For completion of passport applications and certification of photographs by the Executive Headteacher there will be a charge of £15.00 or £30.00 for a family.

Administration costs: For the production of letters requested by a parent for the the Home Office and for the purpose of claiming benefits, there will be a charge of £10.00

Private use of Federation facilities: The charges for the private use of Federation facilities by members of staff, for example – private telephone calls, reprographics and faxes are as follows:

Telephone calls:

Local calls	5p per minute
National calls	8p per minute
Mobile phones	20p per minute

Fax:

Inland	£1.25 per sheet
Overseas	£3.50 per sheet

Photocopying:

A4	10p per copy
A4 2 sided	15p per copy
A3	20p per copy
A3 2 sided	30p per copy

Colour photocopying

A4	50p per copy
A3	£1.00 per copy

Laminating:

A4	30p per sheet
A3	60p per sheet