

# Broom Valley Community School



We dare to dream big

## Procedure Charges & Remission

Dec 2016

<b>Policy</b>			
<b>Review Frequency</b>	Annually	<b>Review Date</b>	December 2017
<b>GB Committee Responsible</b>	Full Governing Body	<b>Staff Responsible</b>	Mrs Buckley
<b>GB Ratification Date</b>		<b>Website</b>	Yes

## **1 Introduction / Preamble**

This policy sets out the provisions of Sections 449-462 of the Education Act, 1996, as they relate to charges for activities organised for school pupils by schools and other persons. The legislation identifies activities, and the circumstances in which they are provided, where charges may legally be made to parents.

Section 457 of the Education Act, 1996 requires every Governing Body of a maintained school and every local education authority to determine and keep under review a policy describing the circumstances in which they will make charges for optional extras and for board and lodgings. A Remissions Policy must also be drawn up where it is intended to meet the cost (or part thereof) of any charges which may be made under the policy. No charges whatsoever can be levied unless a charging policy has been determined.

## **2 Policy**

This document sets out Broom Valley Community School's policy with respect to charging for school activities and its policy with respect to remissions as required under the provision of the Education Act, 1996.

### Local Authority Charges

Charges will be made by the local authority in the following circumstances, although the Governing Body may, at its discretion, remit the whole or part of the costs involved as part of its own remissions policy should it so determine.

1. Any individual or small group (normally of up to four pupils) tuition in playing a musical instrument or voice, including that provided through the Authority's peripatetic music service (an 'optional extra')

Rotherham Music Service will continue to set fees for the provision of extra-curricular activities after school and at weekends. There is a policy for partial remission of this fee for subsequent family members and those eligible for free school meals.

2. Any board and lodging provided for a registered pupil at Longdendale Residential Centre.

3. Any Education, including transport costs, provided on residential trips where the number of school sessions on the trip is less than 50% of the number of half days spent on the trip.

### School Charges

#### School Property

Parents will be charged for the repair or replacement of any school property or equipment which is lost or damaged through misuse, carelessness or deliberate vandalism.

#### Passport and Immigration Documents

School will charge £5 for each passport or immigration document completed by school.

#### Breakfast Club

The breakfast club charge is £2.00 per session. School subsidises this as part of its extended services provision. This is provided free for pupils who are eligible for free school meals.

#### After school clubs

There is no charge for after school clubs provided by school staff. For baking club, ingredients are provided by school. External providers of after-school clubs / activities may incur their own charges.

#### School visits

The school will request voluntary contributions from all pupils for school visits that are organised in school time and are an integral part of our curriculum. However, it must be noted that if insufficient funds are received (90% of contributions) the trip may not be viable.

#### Residential Visits

The Governing Body will be responsible for any remission of charges, including a full remission in respect of board and lodging for any pupils attending any residential visit in what is deemed to be school time and where parents receive:

Universal Credit (in prescribed circumstances)

Income Support

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed £16,190 (financial year 13/14)

The guarantee element of State Pension Credit

Income Based Job Seekers Allowance

An income related employment and support allowance that was introduced on 27 October 2008

Support under part VI of the Immigration and Asylum Act 1999

However, voluntary contributions, up to the value of 80% of the cost of board and lodging will be asked of such parents.

School will request voluntary contributions from parents who are not in receipt of the above benefits covering the full cost of board and lodging, not exceeding the actual cost.

School Meals

School meals for children not in receipt of universal free school meals or free school meals, will be charged according to the RMBC rate: £2.05 (academic year 16/17)

Swimming

There is no charge for swimming.

Letting

The school meeting room is used by Focus Education for consultations that are planned in advance.

Focus Education offer the consultant, content and all of the material for the consultation along with giving school 5% commission on book sales, £10 per delegate to cover catering costs and free places for school staff.

School promotes Focus Education and the courses available on the school website.