



AL-FURQAN PRIMARY
SCHOOL
CHARGING AND REMISSION
POLICY

Review Date	14.3.2018	
Date agreed by IEB	14.3.2017	
Chair of IEB	Signed:	Date:
Head Teacher	Signed:	Date:

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Al- Furqan Primary is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

1. Statement of intent

Al-Furqan Primary is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

2. Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governance Handbook'

3. Charging for education

We will not charge parents for:

- Admission applications.
- Education provided during school hours.

- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.

We may charge parents for the following:

Materials, books, instruments or equipment, where they desire their child to own them

Optional extras

Use of community facilities

4. Optional extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Religious education.
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

Materials, books, instruments or equipment provided in relation to the optional extra

The cost of buildings and accommodation

The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5. Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions

6. Residential visits

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents may be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

7. Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

8. Remissions

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

Universal Credit

Income Support

Income Based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as

assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial

year

The guarantee element of State Pension Credit

An income related employment and support allowance

To request assistance, parents should contact the school business manager or office manager via school office.

9. Monitoring and review

This policy will be reviewed annually by the governing body, a committee of the governing body, an

individual governor or the Head Teacher.