



THE FEDERATION OF
SCAPEGOAT HILL J&I AND
LINTHWAITE CLOUGH JI&EY SCHOOLS

CHARGING AND REMISSIONS POLICY

Approved by the Governing Body:

Review date: (or sooner if changes to the law or practice)

SLC Federation vision – to be a community of confident, creative learners thriving together in a rich, inclusive environment that raises the aspirations of each unique child.

Charging and Remissions Policy

Rationale

This Charging and Remission Policy informs staff and parents about charging for school activities and makes a clear distinction between delegated budget income and school fund income, as laid down in the Kirklees LMS Finance Manual and Section 13 of the LMS Financial Regulations.

Purposes

This policy conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'. In accordance with these guidelines Scapegoat Hill J&I School and Linthwaite Clough JI&EY School will set out clearly when activities or administration will incur a charge and for whom charges may be remitted.

Charges to Parents

- The Federation will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product. This does not include clothing.
- The Federation will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups as prescribed by Kirklees School of Music (Musica).
- The Federation may invite parents and others to make voluntary contributions to enable School Funds to go further. Children or parents who do not contribute will not be treated differently from those who do make contributions.
- The Federation will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- The Federation may charge for board and lodgings on residential courses, except for pupils whose parents are receiving: Income Support; Income based Jobseeker's Allowance; Child Tax Credit (where the person is not receiving Working Tax Credit as well); Support under part VI of the Immigration and Asylum Act 1999; Guaranteed Element of State Pension Credit; Income related employment and support allowance. Children of families who receive these payments are also entitled to free school meals. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.
- The Federation may permit organisations to charge parents when such an organisation is acting independently of the Federation or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.

- The Federation may charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. The Federation may waive liability if the loss or damage was clearly an accident.
- Single copies of information such as the School Prospectus and policies are provided free upon request. A charge may be levied on requests for information obtained under the Freedom of Information Act.

Charges to others

- All lettings will be charged in line with LA guidance.
- The Governing body acknowledges the fortunate position the Federation are in with regard to their grounds and outdoor facilities; we also acknowledge the fundraising which has taken place by parents to provide these facilities. Whilst we encourage sharing of best practice and facilities, we reserve the right to make charges to other schools and organisations, to include cover for supply staff, materials used and a contribution towards the upkeep of the facilities. An amount will be agreed with the Headteacher in advance of each visit.

Conclusion

This policy is to be reviewed on an annual basis by the Finance & Resources Committee.