



**Coppice School**  
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*At Coppice  
 School we all...*

## Charging & Remissions Policy

**C**ommunicate  
 to help us to  
 shape our  
 future

**O**pen doors  
 to exciting  
 opportunities

**P**ractise the  
 skills important  
 for life

**P**romote  
 friendships and  
 care for each  
 other

**I**nclude  
 everybody

**C**elebrate our  
 individuality  
 and  
 independence  
 Enjoy and excel

|                              |                   |
|------------------------------|-------------------|
| Date created:                | 24 September 2008 |
| Date approved:               | 23 October 2008   |
| Signed: (Chair of Governors) |                   |
| (Headteacher)                |                   |
| Date for review:             | October 2010      |
| Reviewed                     | October 2012      |
| Next Review                  | October 2014      |
| Next review                  | October 2016      |

# Coppice School

## Aim

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges with the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

## Curriculum Activities

- Curriculum Activities  
To levy a charge for all board and lodging cost on residential visits, except where pupils are entitled to statutory remission.
- Residential Trips – Board and Lodgings  
Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.  
  
Any insurance costs will be included in charges for trips and activities.
- General Lesson Costs  
To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.
- Music Tuition  
To levy a charge or require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Services.
- Freedom of Information  
Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free.

If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request.

All charges will be fair and reasonable.

- Private Photocopying  
A charge of 5p per A4 side may be made to cover the basic cost of private photocopying.

## Non Curriculum Activities

- **Non Curriculum Trips and Activities**  
To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.
- **School Property**  
To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.
- **Private Lettings**  
To charge for private lettings using the scale of charges as set out for directed community use of premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Field Teachers/Business Managers discretion.

## Staff Lunches

Staff and visitors are able to purchase a lunch at a cost of.

## Statutory Remission

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit (providing they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold).
- Guarantee element of State Pension Credit

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.