



Charging and Remissions Policy

(Approval by Resources Committee incorporating Audit & Risk)

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Suzanne Smith	Resources & Audit Committee	19 th Nov 2020	Autumn 2021	No changes
V2	Suzanne Smith	Resources Committee incorporating Audit and Risk	25 th Nov 2021	Autumn 2022	No changes
V3	Suzanne Smith	Resources Committee incorporating Audit and Risk	21 st Nov 2022	Autumn 2023	Date removed School start time updated
V3	Suzanne Smith	Resources Committee incorporating Audit and Risk		Autumn 2024	

Revised and adopted by Governing Board:	Resources & Audit Committee Autumn 2020 Resources Committee incorporating Audit and Risk Autumn 2021
Review Date:	Autumn 2022 Autumn 2023
Changes:	Autumn 2020 – No changes Autumn 2021 – No changes Autumn 2022 – ‘from September 2019’ removed from point 10 - School start time amended to 8.45am Autumn 2023
Published on website:	



OVERVIEW

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or out of school hours. The education we provide wholly or mainly during school hours will be free but on some occasion a voluntary contribution towards the cost of an activity may be requested by the school and parents are free to decide whether or not to contribute. This policy sets out the principles on which the school will operate charges and remissions.

OBJECTIVES

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any requests for voluntary contributions.

STRATEGIES

1. No charge will be made for admitting pupils to school.
2. Transport or admission costs for swimming lessons during school hours will be met by the school.
3. The school may request voluntary contributions towards the cost of some activities planned during school hours. e.g. for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product.
4. Where parents are asked for a voluntary contribution towards the cost of: an activity which takes place during school hours; school equipment or school funds generally, the contribution will be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.
5. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.
6. On residential trips that take place wholly, or mainly during school hours the school will charge for the cost of board and lodgings at the actual cost of the provision.
7. Children whose parents are in receipt of some specific support payments will, in addition to having a free school meal entitlement, also be entitled to the remission of these charges (See 6 – board and lodgings). A similar entitlement will apply where the trip takes place outside school hours but is necessary as part of the National Curriculum or the syllabus for Religious Education. *See Charging for School Activities (DfE, May 2018)*
8. Charges made be made for the cost of repairing or replacing any damaged property or item if the damage results from a pupil's inappropriate behaviour. Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and is not returned.
9. Where music or singing tuition is not an essential part of the curriculum and where parents have indicated their agreement in advance charges will be made e.g. woodwind, guitar and brass lessons.
10. The governors reserve the right to charge for other activities. After school activities are subject to a small termly charge. Participation is on the basis of parental choice and willingness to meet this charge.
11. For children in receipt of the Pupil Premium Grant, the cost of school visits and after school activities may be met from the child's PPG allocation.
12. School visits are costed on the basis of the number of children planned to take part. Refunds of contributions paid will be considered on an individual basis. Whilst it is never the intention

to make a profit on any school visit, the school will endeavour to recover the full cost. This may mean that it may not be possible to refund contributions for elements of a visit which have been paid upfront based on pupil numbers.

TERMS

- Terms used in this policy are as those defined within the legislation.

SCHOOL HOURS

- School hours are those when the school is actually in session – it does not include the midday break.
- The school hours are 8.45am to 3.15 pm on each week day. The lunch break is from 12.00 to 1.00pm.

REMISSION

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of benefits will be exempt from paying the cost of board and lodging. *See Charging for School Activities (DfE, May 2018)*

- The discretion to remit the whole or in part any charge which may be made by the school has been invested in the Head Teacher.
- Remission may be made on the grounds of educational consideration with regard to both the pupil and school needs.
- Remission may be made on the grounds of financial consideration with regard to both the pupils and the school needs.
- Remissions may be made on a group or individual basis.

OUTCOMES

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

This policy should be read in conjunction with: *Charging for School Activities, May 2018, DfE*