



## **Charging and Remissions Policy**

### **Rationale**

The Governing Body seeks to uphold the principle that the education provided by the school should be free to all parents. The school aims to provide a rich and varied range of opportunities and experiences for children, including extra curricular activities and visits out of school. Some of these activities incur significant additional costs over and above core staffing and equipment provision. In some instances the school therefore has to ask for parental contributions to enable activities to take place.

### **Aims**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of this policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher. In the event of a dispute arising as a result of a decision made by the Head teacher the matter will be referred to the Finance Committee of the Governing Body.

### **Prohibition of charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place either during or outside school hours that is part of the National Curriculum or part of religious education
- Supply teachers to cover for those teachers who are absent from school  
Accompanying pupils on a residential trip;

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

### **Publication of information**

This policy will be made available through the school website. Hard copies will be provided by the school office on request.

### **Charges**

- (a) Board and lodging on residential visits (not to exceed the costs);
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) Travel
  - (ii) Materials and equipment
  - (iii) Non-teaching staff costs
  - (iv) Entrance fees
  - (v) Insurance costs
- (c) Individual tuition in the playing of a musical instrument;
- (d) Any other education, transport or examination fee unless charges are Specifically prohibited;
- (e) Breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- (f) Extra-curricular activities and school clubs where the school is charged for external staff to run the activity or club.

### **Remissions**

Children who are in receipt of Free School Meals and/or Pupil Premium will also be entitled to the remission of charges for board and lodging costs during residential school trips.

### **Voluntary contributions**

Parents will be invited to make a voluntary contribution for the following:

- To help meet transport costs incurred on visits out of school;

- To help meet any entry fees or other charges resulting from an educational outing.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay;
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- c) That the school reserves the right to cancel the activity if sufficient contributions are not made.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Date of Policy approval: October 2017

Reviewed by Finance Committee January 2021