



Charging and Remissions Policy

Updated: *19th November 2020*

Review Date: *19th November 2021*

Signed: 

Chair of Governors

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a student's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the students of the school and as additional optional activities. We believe that all our students should have an equal opportunity to benefit from school activities and visits independent of their parent's/carer's financial means.

Aim

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

Activities without charge

There will be no charge for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for students learning to play musical instruments if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours
- transport provided in connection with an educational trip (e.g. swimming)
- entry for a prescribed examination, if the student has been prepared for it at the school

Activities for which charges may be made

There may be charges for the following:

- board and lodgings on residential visits (subject to remission arrangements)
- provision of materials/ingredients for subjects such as Art or Cookery, where students take home a finished product (subject to remission arrangements)
- cost of entering a student for a public examination, including re-sits where no preparations have been provided by the school
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians

Voluntary contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- that the contribution is genuinely voluntary and a parent/carer is under no obligation to pay
- any student at the school will not be treated differently according to whether or not their parent/carer have made any contribution in response to the request
- if insufficient voluntary contributions are received the school reserves the right to cancel the event

The level of contribution is determined by the Headteacher and is designed to cover the cost of the activity.

Loss and Damage to School Property

Parents of a student who damages or loses any item of school property or equipment, including, for example, windows or computer software, may be liable for the cost of repair or replacement at the headteacher's discretion.

Remissions Policy

In order to remove financial barriers from disadvantaged students, the governing body has agreed that all activities and visits where charges can legally be made will be offered at no charge to parents/carers of students for whom school is in receipt of Pupil Premium.

The Headteacher may remit in full or part charges in respect of a student, if he/she feels it is reasonable in the circumstances. If parents have difficulty in paying they should not hesitate to discuss their circumstances in confidence with someone at the school and they will be advised as to what help might be available. All remissions will be authorised by the Headteacher.

The Headteacher may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.