



# **Charging and Remissions Policy**

**Agreed: Spring 2021**

**To be reviewed: Spring 2022**



## **INTRODUCTION**

This policy sets out the circumstances in which the school may charge for certain activities, together with the circumstances in which any charge will be remitted. It has been drawn up in accordance with the arrangements as set out in the Education Act 1996.

## **SCHOOL TRIPS AND ACTIVITIES**

Where an external school trip is arranged or an outside group is invited into the school to run an activity (taking place during school time), a charge to cover the additional cost of providing this activity may be requested in respect of each participating pupil.

Where a request or invitation is made to parents/carers to make a voluntary contribution to enable their children to take part in a particular activity or for the benefit of the school generally, there is no obligation on the parent/carer to make any such contribution.

Where a parent/carer is unwilling or unable to make such a contribution, their child/children will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request or invitation.

Parents/carers unable or unwilling to make a voluntary contribution for which a request or invitation has been made are asked to notify the headteacher as soon as possible. While their child will not be treated differently in such circumstances, it may be the case that the activity in question can only go ahead if all, or a substantial majority, of parents/carers agree to make the contribution.

## **RESIDENTIAL TRIPS**

Where any residential visit is arranged by the school to take place during school time, a charge to cover the additional cost of providing board, lodging and transport will be made in respect of each participating pupil.

In circumstances where a parent/carer may experience difficulties in making the payment, they should make an appointment to discuss the matter with the headteacher. It is expected that the full payment of the visit, including the organised activities, should be made except in cases of hardship when an arrangement can be discussed with the headteacher. Evidence of hardship may be required, for example being in receipt of income support. Even in cases of hardship the school may only offer a partial reduction in fees, dependent on circumstances and available funds.



### **INDIVIDUAL TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT**

Individual music tuition is offered at a cost of £10 per lesson.

### **OUT OF SCHOOL HOURS ACTIVITIES**

The school will normally charge for activities which take place wholly or mainly outside school hours, but which are not required in order to fulfil statutory duties relating to the national curriculum or to religious education. This includes the provision of before-school and after-school clubs. External providers of school clubs make their own arrangements for charging.

The basis for calculating the school's charge will be the proportionate cost where appropriate to each participating pupil for: travel; board and lodging; materials, books and equipment; entrance fees; insurance; and teaching and/or non-teaching staff contracted specifically for the purpose of providing the activity. On occasions the school may subsidise the cost for a child/all children participating in a particular activity.

### **TRANSPORT**

Where transport is provided between the school and other places where education is provided, parents/carers may be invited to make a voluntary contribution towards the cost.

### **MATERIALS**

A charge may be made for materials used for the production of any article (for example, crafts or cooking) where a parent/carer has indicated that he or she wishes the article to be owned by him or her or by the child concerned.

Parents/carers may be invited to make a voluntary contribution towards the cost of materials for a particular activity or may be asked to provide their children with particular materials themselves.

### **DAMAGE TO SCHOOL PROPERTY**

Where there is damage to school premises or equipment which is the result of a pupil behaving in a manner which falls short of expected standards, his or her parents/carers may be requested to pay for the damage to be made good by repair or replacement as appropriate.



## REMISSION OF CHARGES

Parents/carers may apply to the school for remission of charges (in whole or part) towards the cost for activities within the limitations as specified above. Applications will be considered by the headteacher and shall be dealt with confidentially.