
CHARGING AND REMISSIONS POLICY

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

1. Admissions

No charge will be made for admission.

2. School Meals

No charge will be made for school meals.

3. Public examinations

No charge will be made for the entry fee for examinations.

4. Activities for pupils that take place during school hours.

(*school hours* are those when school is actually in session and do not include the break in the middle of the school day)

No charge will be made for activities provided during school hours.

No charge will be made for transport during school hours e.g. to swimming.

No charge will be made to cover the cost of ingredients or materials for set lessons.

5. Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- a. A necessary part of the curriculum
- b. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c. Part of the school's basic curriculum for religious education

Optional extras:

We may ask for a donation to help offset the cost for some other activities that take place outside school.

The Headteacher will decide which activities we ask for a donation. Where we ask for a donation, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by donating more than an amount equal to the total cost of the activity divided by the number of pupils participating.

6. Residentials

Residentials are classified as being within school hours if the number of school sessions missed by the pupil is at least 50% of the number of half days spent on the trip.

Board and lodging

We may charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours except where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.

Travel

If the residential is classified as being within school hours, no charge will be made for travel costs.

Where the residential is classified as being outside school hours, no charge will be made for travel costs.

Activities on residential

If the residential is classified as being within school hours no charge can legally be made for the educational activities provided.

If the residential is classified as being outside school hours, a charge may be made for the educational activities provide.

7. Music tuition within school hours.

No charge will be made for instrumental tuition the school elects to provide within school hours.

8. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to damage or breakage of property through any act other than accidental belonging to the school or to a third party where the school has been charged. This will be determined by the Headteacher but will not exceed the actual costs of the damage.

9. Remissions and Concessions

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

10. Voluntary Contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.