



Charging and Remission Policy

1. Introduction:

This Charging and Remissions Policy complies with statutory requirements, and is reviewed every 3 years by the Governing Body's Resources Committee.

2. Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will and will not charge for and what it will request a voluntary contribution towards.
- Clarify how charges will be determined, so parents/carers and other service users understand why requests for payment are made for some activities.

The Governing Body adopts and endorses the objective to make a broad programme of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget that enables all pupils to take full advantage of the activities provided by the school, regardless of their ability to pay.

The Governing Body recognises that school costs are rising and in order to continue to provide children with an excellent education, we have to make decisions to recoup costs of non-essential activities to ensure education is provided in a sustainable way.

3. Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.

- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product (this is a chargeable activity that will be wholly subsidised from school funds).

4. Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding.

We also ask parents to contribute to the School Maintenance Fund which supports school improvement/building projects.

Any requests for voluntary contributions are made subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

5. Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services. Charges will not exceed actual cost and will be divided equally by the number of pupils participating or at the rate determined by the service provider:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - Part of the National Curriculum.
 - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed 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 (subject to remission arrangements).
- Before School (Breakfast Club) and After School Clubs or Extended day provision

Charges will not include subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. More information is available in the Fees and Charges document.

6. Other Charges:

- Lettings (see Lettings Policy for terms and conditions)
- School Meals for pupils not registered for Free School Meals. Currently £2.30 per day. Government funding (Universal Infant Free School Meals funding and Universal Free School Meals) currently supports free meals for all children)
- Lost school equipment, books, etc will be charged to parents at the full replacement cost.
- Breakages and damages to school buildings, furniture or property – an appropriate contribution will be charged to parents/guardians for any wilful damage caused by a pupil.

More information is available in the Fees and Charges document.

7. Remissions Policy:

Remission may be available where parents/guardians are registered for Income based Free School Meals or another qualifying benefit. We also support parents experiencing temporary financial difficulty.

The cost of the activity may be fully or partially supported from the School Voluntary Fund Account or from other targeted subsidies or funding streams e.g. Pupil Premium funding. Prior agreement must be obtained from the Headteacher or School Business Manager.

Details of any remission arrangements and the application process will be made clear when parents are informed of charges for individual activities.

Adopted by Resources Committee

Date: November 2023

Review in 3 years November 2026