





# Charging and Remissions Policy

Responsible person	
Date adopted	June 2023
Review cycle	Annual
Last review date	February 2024
Next review date	February 2025
Signed by Governors	
Signed by Headteacher	

## Summary of Amendments

Version number	Amendment description	Amended by	Date

## Introduction

It is the right of every student to receive free education and activities offered wholly or mainly during normal teaching time, regardless of their parents' ability or willingness to help meet the cost. The Governing Body recognises the valuable contribution that the wide range of curricular and extra-curricular activities, including clubs, visits and residential experiences can make towards a student's personal, social and academic development and aims to promote such activities which offer curriculum enrichment both as part of the school's agreed curriculum and also as optional activities.

Whilst recognising that legislation provides schools with the discretion to charge for optional extras provided wholly or mainly out of school hours and to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours, the school will always take particular account of students whose families are suffering financial hardship.

Decisions will be made on educational grounds and the school will endeavour to ensure that any activities which are deemed to take place mainly or wholly in school hours do not disrupt students' education.

## Charging

- The school will charge wherever possible. The charge will never exceed the actual cost and may be subsidised from school budget.
- For Education Visits, our school follows the DfE Charging for School Activities departmental guidance (issued May 2018). This guidance states 'If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make it clear to parents'.
- Where charges are requested, it must be made clear to parents that no student will be disadvantaged by inability or unwillingness to pay except in the cases of residential visits or activities wholly out of school hours.
- Any transport provided by the school, as an agreed element of the school's curriculum should be free of charge. Voluntary contributions may, however, be requested especially for transport for Work Experience and other school off-site placements.
- Charges will be made to parents for all board and lodging requirements and transport costs on residential visits.
- Charges will be made for individual music tuition where it is not part of the syllabus for a prescribed public examination or required by the National Curriculum. Parents may be charged a set fee approved by the Finance Committee of the Governing Body for peripatetic music provision.
- No charge will be made for Individual Learning Devices for hire of the device for the academic year. A charge will be made for the use of a locker in which the device can be stored.

- Charges may be made for the costs of materials for Resistant and Compliant Materials, Food Technology for ingredients or where students take home the completed article or product and where parents have agreed in advance to do so.
- It shall be left to the Headteacher's discretion to decide the proportion of the costs of an activity that may be properly charged to the school's budget.
- Where a student is responsible for wilful damage to school property, parents will be charged an appropriate proportion of the cost of repair or replacement of the property.
- Charges may be made for extra-curricular activities.
- Charges may be made for school ties, identity cards, revision guides or any other which incur a fee to pay for including specialist tuition or coaching.
- Charges may be made for revision guides and exam re-sits.
- Charges may be made cadets uniform, equipment and UCAS payments.

### Remissions

- Where students are entitled to free school meals, no charge shall be made for any of the above curricular and extra-curricular activities that take place wholly within school hours.
- Where students are entitled to free school meals, the Headteacher shall have the discretion to subsidise the cost for a student of an activity that takes place partly or wholly outside school hours using funds available from school budget.

### Private Use of School Facilities

- Governors delegate the responsibility for determining charges for the private use of school facilities by members of staff, for example, private telephone calls and reprographics to the Headteacher.
- Governors delegate the responsibility for determining charges for the letting of school facilities to the Headteacher.
- The Governing Body may from time to time amend the categories of activity for which a charge may be made and extend the categories for which a remission may be made.