



# Charging and Remissions Policy

Adopted Date: **01/11/2020**

Review Date: **01/11/2021**

*This policy needs to be read in conjunction with the Safeguarding Policy.  
The terms of the Safeguarding Policy are to take precedence over the  
guidelines set down in any other policy.*



## 1. INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips and residential experiences, can make towards a pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## 2. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

### 2.1 School Journeys within School Hours

#### School visits

Each year group may organise trips/activities for which a charge can be requested. (Trips are subject to sufficient voluntary contributions being received)

The board and lodging element of residential activities deemed to take place within school hours, currently:

- Year 6 trip to Kingswood Activity Centre (4 nights)
- Years 4 to 6 School Camp (1 night)

### 2.2 Activities outside School Hours

The full cost to each pupil of activities deemed to be optional extras taking place outside school hours, for example:

- Year 5 to Astronights (1 night)
- Extended School Services e.g. Before and After School Clubs, PD Day clubs, Holiday clubs
- Tuition by independent providers
- Recreational activities organised by the school e.g. discos

### 2.3 Instrumental Music Tuition

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

Any costs associated with small group tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

Any decision about charges for instrumental music tuition will be reviewed annually and parents informed.

### 2.4 Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary and optional.

Please note it remains the parent's responsibility to supply school uniform including P.E. kit.

The Governing Body may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products (including food technology) and Art.



## 2.5 Damage to or loss of school property

The Governing Body may charge for the cost of repair or replacement, for example, for broken windows or lost/damaged school books.

## 2.6 Other charges

The Governing Body reserves the right to charge for:

- Administrative costs incurred collecting charges/debts from parent/carers etc. with a minimum charge of £5. There will also be a charge of £5 for any cheques returned by the bank unpaid or unpaid School Gateway payments
- Providing services to former students and members of the public for which the school is not specifically funded (e.g. writing references)
- Late collection of pupils from Extended School Services at £5 per 15 minutes

The Governing Body will charge for:

- The hire of the school premises and equipment
- Photocopying and postage charges incurred in providing information requested under the Freedom of Information and Data Protection Acts

## 3. GENERAL

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

If a payment has been made for any activity or residential trip and the pupil is subsequently withdrawn due to behavioural issues, this payment will not be refunded if there will be a loss to the school.

Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education for pupils.

## 4. REMISSIONS

All children registered for Pupil Premium:

- The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

Parents/carers are encouraged to apply for free school meals.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body invite parents to apply in confidence for the remission of charges in part or in full. Authorisation will be made by the Headteacher in consultation with the Chair of Governors. The school can point parents towards local charities who may be able to assist with funding.

## 5. GENERAL FRAMEWORK

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in the policy precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of providing education of pupils.