



Charging and Remissions Policy

1 Introduction

- 1.1 The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.
- 1.2 The policy has been informed by the DfE guidance

2 Definition

- 2.1 The school day is defined as 8.40am – 3.20pm

3 Responsibilities

- 3.1 The Headteacher will ensure that staff are familiar with the policy.
- 3.2 The Governors will review the policy annually.

4 Policy Statement

- 4.1 During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four people to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.
- 4.2 Voluntary contributions may be sought for activities during the school day which entail additional costs, for example visits out and visitors in.
- 4.3 In these circumstances, no pupil will be prevented from participating in school day activities because his/her parents cannot or will not make a contribution. (If sufficient funds are not available it may be necessary to curtail or cancel activities).

5 Optional Activities Outside of the School Day

- 5.1 We will charge for optional, extra activities provided outside of the school day, for example an evening theatre visit, residential trips etc. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

6. Residential Visits

- 7.1 Charges will be made for board and lodging.

7. Extra-Curricular school clubs

- 7.1 The school offers additional after school clubs which are mostly run by staff. These are complimentary unless run by an external sports organisation who may charge for these sessions.

8. Travel

8.1 Charges will be made for any travel provided for visits.

9. Calculating Charges

9.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred plus a small administration fee. This is then divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will be available through the Pupil Premium allocation.

9.2 Parents who would qualify for support are those whose children are currently or have ever been in receipt of Free School Meals (Ever FSM Children).

9.3 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible Benefits

10.1 All swimming lessons are fully funded for children who are in receipt of Free School Meals or qualify for Pupil Premium. Any other charges which may be incurred, may also be entitled to support for some of the charges.

10.2 All discussions relating to individual family's financial circumstances will be confidential.

Malicious Damage

11.1 Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

Agreed: July 2023

Review: July 2024