



Charging & Remissions Policy

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Adopted by Governing Body: 21st February 2008
Reviewed & Updated by Governing Body Resources Committee Annually

CHARGING POLICY

1. Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils.

2. Responsibilities

The Governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy

3. We will make a charge for:

- 3.1 **Day and part day educational visits.** For visits during school time the Headteacher will invite voluntary contributions from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled and parents will be made aware of this possibility at the outset. Pupils will not be treated differently according to whether or not their parents have made any contribution.
- 3.2 **Residential visits.** Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, activities, entrance fees and insurance when a visit is deemed to be an 'optional extra'.
An optional extra:
- Falls wholly or mainly outside school hours
 - Does not form part of the national curriculum or the statutory requirements for religious education
- 3.3 **Instrumental music tuition.** The school levies charges in respect of individual music tuition and instrument hire, and group music tuition up to and including four persons, if the teaching is not an essential part of the National Curriculum. The cost of extra-curricular music tuition and instrument hire is subsidised heavily by the school before any charge is made to parents.
- 3.4 **Materials and equipment.** No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.
- 3.5 **Breakages and damages.** Governors will require parents to pay for the cost of damage caused by a pupil's behaviour (eg breakage of a window, damage to furniture). This also applies to lost, damaged or defaced textbooks.

- 3.6 **Swimming.** A voluntary contribution can be requested to help the costs of swimming.
- 3.7 **Lettings.** The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities.
- 3.8 **Extra Curricular School Clubs.** The school may make a charge for extra curricular clubs. The school will also charge After School Club providers an admin fee.
- 3.9 **Other charges.** The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, eg for providing a copy of an OFSTED report. Charges may also be made for parents to attend School Performances.

4. Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot.

5. Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of universal credit or other income based financial support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made at the discretion of the Headteacher. This may involve the school applying for financial support for such activities from a local trust. No charge will be made for pupils for whom the school receives Pupil Premium Funding.

6. Arrangements for monitoring and evaluation

This policy will be reviewed annually by the Governors Resources Committee and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy of Charging.