



Charging and Remissions Policy

(Statutory)

Committee Responsible	BRW
Review Cycle	3 Years
Approved Governing Body	Spring 25
Next Review Date	Spring 28
Signed	<i>M. Brannan</i>

Introduction

The Purpose of this policy is to set out the circumstances in which the school may make charges, and when families may be exempt from such charges. It is based on the DfE guidance on charging for school activities.

Charges

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

School Trips •

- The board and lodging element of approved residential activities deemed to take place in school hours. •
- The cost of transport

Activities outside School Hours •

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Individual Instrumental Tuition •

The cost to the pupil for providing any instrumental tuition not part of normal LEA peripatetic provision.

Charging in Kind •

- The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: CDT, Science, Art/Craft. (The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.)

Where charges apply, they will be calculated by totalling the cost and dividing the amount between participants. Charges will never exceed the actual cost for one individual.

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

Nothing in this policy statement prevents the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time.

This includes asking for reduced voluntary contributions from those who would usually be given a reduction on charges.

Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of not making voluntary contributions.

Remission

For residential trips, the school will pay for the activities undertaken, and may contribute from the school budget towards some of the costlier trips to help reduce the costs for parents/carers.

For those pupils who are in receipt of Pupil Premium (not Universal Free School Meals), a discount, as outlined in the schools' Pupil Premium Strategy, which is published each year, the school will in most instances apply a remission and this will be applied as a matter of course.

Any parents of a pupil for whom the school receives Pupil Premium/ Pupil Premium + or who are in receipt of Universal Credit or who can otherwise demonstrate financial hardship should contact the Head Teacher if they are unable to pay for activities.

The Governing Body has delegated to the Head Teacher authority to provide financial support in these circumstances and where an activity is deemed to take place in school hours.

Support will usually be in the form of a subsidy of up to 75% for any chargeable activity, at the head teacher's discretion.

A bespoke payment plan may be agreed on an individual basis between a family and the Headteacher, where there has been approach by a family to review payment expectations based on hardship (and where Pupil Premium/Pupil Premium + or Universal Credit is not applicable).