



CHARGING AND REMISSIONS POLICY

2023- 2025

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Date agreed by Governing Body	September 2023
Review Date	September 2025
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Contents

1. Aims
2. Definitions
3. Voluntary contributions
4. Activities without charge
5. Remissions
6. Monitoring Arrangements

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

2. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

3. Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. In this event, deposits will be refunded where possible. If this is not possible a breakdown of costs will be provided for parents.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company

4. Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum
- Instrumental and vocal tuition for children in care.

5. Remissions

For pupils whose parents/guardians are receiving income support, income-based job seeker's allowance, family credit or disability working allowance, or if pupils are in receipt of Pupil Premium funding, charges may be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

6. Monitoring Arrangements

The schools Business Manager monitors charges and remissions, and ensures these comply with the policy. This policy will be reviewed by the Governing Body every 2 years.