



CHARGING & REMISSIONS POLICY

Version: SEPTEMBER 2022

Status	Statutory
Responsible Management Committee (MC)	Curriculum & Wellbeing
Date last approved by MC	5 th October 2022
Responsible Person	Headteacher
To Review Date	September 2024
Last Amended Date	September 2022

Purpose

The Management Committee recognises the valuable contribution that off-site educational activities and work-based learning can make towards a pupil's educational experience and their personal and social development.

The Charging and Remissions Policy describes how we ensure that a wide range of visits and activities are offered to all pupils without placing financial demands upon families.

Details of Policy:

Charges are **not** made for:

- Admission to the school
- Transport to and from school
- Transport costs during school hours
- All activities relating to the school curriculum: in-school or off site.
- Cooking
- Entrance fees for examinations.
- School equipment, materials, facilities, etc.

Charges **may** be made for:

- Optional extra activities which take place wholly or mainly outside school hours (i.e at least 50% outside school time) and which are based on parental choice.
- Wilful damage to school property, equipment or furniture.
- Lost or damaged text or exercise books.
- End of year celebrations or residential visits.

Residential Visits

Charges for visits may include:

- Board and lodgings
- Materials, books, instruments, theatres, castle etc
- Insurance costs

In certain circumstances there is no charge for board and camp lodgings where parents are in receipt of income support or family credit. These 'out of school' visits are not a matter for Management Committee' financial control; they come within the control of The Head of Centre and the organising staff.

Remission of Charges

The Management Committee may remit charges in full or in part to parents after considering other specific hardship cases. The Management Committee invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head of Centre will authorise remission in consultation with The Chair of the Management Committee.

Voluntary Contributions

- These may be requested for any activity, whether during or outside school hours, residential or non-residential.
- There is no restriction placed on the use which can be made of such contribution.
- There will be no obligation to contribute.
- Pupils will not be treated differently according to whether or not their parents have contributed.

If an activity/visit etc cannot be funded without certain voluntary contribution and if these indicated contributions are not forthcoming, the activity/visit might not take place. This policy will be kept under review and parents/carers will be informed in writing of any changes as and when made. This list provides some examples and is by no means exhaustive.