



# Charging and Remission Policy

Date Policy Adopted: September 17

	Date of Next Review by
Headteacher/SLT	September 20
Approval	Finance and General Personnel Committee

## **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

## **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

## **Definitions**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **Introduction**

The Governors recognised the valuable contribution that the wide range of additional activities can make towards pupils personal and social development.

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

## **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

If a parent wishes their child to take part in a school trip or event, but is unwilling or 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. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

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

- visits to museums.
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical events

## **Residential Visits**

If the school organises a residential visit we do request a charge to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these contributions, the visit may have to be cancelled. In cases of family hardship the Governors invite parents to apply in confidence for the remissions of charges to be paid in part or in full. Authorisation will be made by the head in consultation with the Chair of Governors.

**Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. We do charge for any after school music tuition that may be offered

**Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity but may ask for voluntary contributions towards coaches especially if additional activities are incorporated or if additional swimming opportunities are given. We inform parents and carers when these lessons are to take place, and we see the written permission of parents or carers for their children to take part.

**Extended Schools**

The school offers additional activities after school. Some are provided by school staff and some by coaches e.g. football coaching after school where qualified coaches, who are not a member of the school staff, run and organise the sessions. We do make a charge for these sessions. Other clubs are at a cost of £2.00 per child in order to pay staffing costs and sometimes the cost of materials and ingredients are charged for. This improves the sustainability of the clubs and increases provision. Disadvantage subsidy can be used to facilitate inclusion.

**Monitoring and Review**

This policy is monitored by the governing body, and will be reviewed every three years, or earlier if necessary