



CHARGING & REMISSIONS POLICY

Governors' Responsible:	Full Governing Body (FGB)
Policy Originator:	Sandra Wylie
Date reviewed:	June 2020
Next Annual Review Due:	June 2022

The Governing Body recognises the valuable contribution that a wide range of additional activities, including performances by visiting theatre groups and trips, can make towards pupils' personal and social and academic education.

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school Governing Body.

AIMS & OBJECTIVES

The aims of this Policy are to have robust and clear processes in place for charging and remissions with clearly set out types of activities that request a voluntary contribution from parents/guardians.

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.

ACTIVITIES WITHOUT CHARGE

There will be no charge for the following activities:

- Education provided during school hours including swimming lessons (for those who cannot swim) when forming part of the relevant curriculum.

Education provided outside school hours if it is part of:

- The national curriculum
- Religious education
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

VOLUNTARY CONTRIBUTIONS

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

CHARGEABLE ACTIVITIES

As an exception to the requirements set out in this policy, the school is able to recover the full costs from parents to fund activities during school hours, which would not otherwise be possible, but charges will not exceed the actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not part of the National Curriculum
- Before and after school clubs run by an outside provider
- Board and lodgings on residential visits (subject to remission arrangements)
- Provision of instrumental and vocal tuition, which takes outside the school day and which has been requested by parents/guardians
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology where pupils take home a finished product
- Clubs run by the school (outside normal school hours) it may be necessary to make a small charge in some cases to cover the cost of materials, badges or certificates
- Charges will be made for use of clubs provided by outside providers

REMISSIONS POLICY

- There will be an agreed charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance.
- Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.