

School Charging and Remissions Policy

Voluntary contributions

- School trips and visits
- Out of school activities
- Damage and loss of property
- Remissions

We believe in the highest quality of provision for our pupils and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996 which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Remissions

We believe that no pupil should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. We may remit some charges in part or in full as reasonable in particular individual circumstances.

The charging and remissions policy is an integral part of our inclusive arrangements for pupils and is applied equally to all pupils.

In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents / families who are eligible for remissions.

Examination Entries

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

The charge levied above will be the cost of the examination entry, plus any applicable centre administrative fee.

Materials and Textbooks

No charges will be levied.

Music Tuition

No charges will be levied

Out of School Activities

No charge will be made for activities outside school hours that are part of the National Curriculum or Extended night activities, or that form an essential part of the syllabus for an approved examination.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher.

School Minibus Travel

Pupils have free access to the use of the minibus during the school day. Where appropriate and available, parents and carers have free access to the minibus during the school day to attend school meetings and events.

Remissions Policy

The Head Teacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Electronic File Pathway:

Pathway:	\\adminserver\g\$\STAFF\POLICIES\Policy 20-21\Charging and Remissions Policy 20-21.docx
Version Number:	2020

Document History Log:

Author of document:	Sarah Took	Job role:	Headteacher
Date document created:	22.08.20	Approval by Governing Body:	22.10.20

Annual Review History:

Task	Date Reviewed	Reviewed by	Signatories
First document review			
2 nd Review			
3 rd Review			
4 th Review			

Revisions Log:

Revision	Date of revision	Reason for revision	Resulting version number	Signatories

Reviewed on	Sept 2020
-------------	-----------