



## Charges and Remissions policy

<b>Statutory or non-statutory</b>	Statutory
<b>Reviewed by full Governing Body or committee</b>	Headteacher
<b>Policy review date</b>	December 2023
<b>Date of next review</b>	December 2024

### Introduction

No charge can be made for admitting pupils to maintained schools and this includes the cost of materials, equipment and transport provided in school hours to carry pupils between the school and an activity. School hours are those when the school is actually in session and do not include the lunchtime, which is not part of the school day. Details of the timings for the school day must be included in the prospectus as published by the school.

### Voluntary Contributions

Although schools cannot charge for school time activities, except the musical instrument tuition as below, they can invite parents and carers to make voluntary contributions. All such requests must make it clear to parents and carers that the contributions are to be made on a voluntary basis and that the children of parents/carers who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents/carers, then it should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then it must be cancelled.

### Board and Lodging

Where a school activity **requires** pupils to spend nights away from home, the school will make a charge for board and lodging in all cases, whether or not the residential trip is deemed to have taken place in school hours.

Charges will be remitted in full for board and lodging for pupils whose parents/carers are in receipt of Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or an income-based Job Seekers allowance.

### Residential Visits

Charges will only be made for the costs of such visits if they are largely out of school time and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious

education purposes. The trip must be optional and alternative arrangements be offered in school for anyone not attending the trip. The threshold for refunds to parents/carers following reconciliation of the trip will be £10. Below this no refunds will be given.

Where parents/carers have difficulty with payment, and are in receipt of pupil premium, the Headteacher may, after consultation with the parents/carers, agree a discretionary reduction in the cost of the trip, the balance to be subsidised by pupil premium. This will be assessed on an individual case by case basis.

### **Charging for Finished Products**

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.

### **Public Examinations**

Charges may be levied for:

- The cost of any entry fee for any examination for which a pupil has not been prepared by the school.
- The costs arising from a parental request for the reassessment of an examination script or associated material
- The costs of any examination entry fee for an examination that is not on the set list but the school arranges for the pupil to take it
- The cost of the examination entry fee where a pupil fails without good reason to complete the requirements of any public examination where the governing body had originally paid the fee
- Tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Charges levied for any of the above must not exceed the actual cost of the activity.