



Policy title Charging and Remissions Policy

STATUS: DRAFT AGREED

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Agreed by Governing Body – Finance and Premises
Committee

Signed: Chair of Committee

Charging and Remissions Policy

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- a) education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- b) education provided on any trip that takes place during school hours
- c) education provided on any trip that takes place outside school hours if it is part of the school's curriculum
- d) transport provided in connection with an educational trip.

2. Activities for which charges may be made

Activity for which charges may be made	Notes	Remitted or help available
Extended School Activities - After School Club - Holiday Playschemes		Remission of fees from Pupil Premium where children are eligible for Free School Meals
School Journey with at least one overnight stay		Remission of fees from Pupil Premium where children are eligible for Free School Meals
Voluntary contribution for School Trips	For entrance, etc (See * below)	Any charges made on purely voluntary basis
Hire of Hydrotherapy Pool outside of school hours		None
Other miscellaneous charges	From time to time charges may arise. Contributions are requested on a voluntary basis but children would not be excluded from any activity.	Remission of fees from Pupil Premium where children are eligible for Free School Meals

** Payment will be genuinely voluntary and children shall not be excluded because their parents do not pay. Activities will be offered to a distinct group such as a class*

or year group not only those showing a willingness to pay. Activities which can be charged for are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. The criteria for qualification for remission will be those children in receipt of Free School Meals. The table above sets out which charges may be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table.

Parents who are unable to meet the full or partial cost of any of the above activities can request help with either a percentage or all of the cost. The request will be considered by SLT on a case by case basis and the amount and circumstances of the award will be reported to the Finance and Premises committee.