



Charging and Remissions Policy

Policy Name	Charging, Remissions and Refunds Policy
This Review Date	Oct 2018
Next Review Due	Oct 2023
Cycle	4 years
Ratified by Full Governing Body on	Oct 2018
Policy will be published	website

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on a regular basis by the school Governing Body's Resources Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not part of the National Curriculum.
- Board and lodgings on residential visits (subject to remission arrangements)
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

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:

- Any 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 and there is no way to make up the shortfall, the activity will be cancelled.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments and other equipment provided in school hours.
- Education provided outside school hours if it is part of the National Curriculum

Remissions Policy:

In exceptional circumstances the School may be prepared to make a contribution towards the cost of chargeable activities. The decision will be made by the Headteacher on receipt of a payment concession request from a parent/carer and the Headteacher's decision will be final.

Where non-chargeable education is provided during a residential visit, parents in receipt of certain benefits (broadly equivalent to those which qualify pupils for Free School Meals) shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Government guidance providing details of the benefits which exempt parents from being charged can be found at:

<https://www.gov.uk/government/publications/charging-for-school-activities>

Refund Policy:

In exceptional circumstances the School may be prepared to refund charges which have already been collected, for example if a chargeable activity is cancelled. This will be at the discretion of the Headteacher.