



# Charges and Remissions Policy

Created by Mike Nelson November 2016

Reviewed by Mike Nelson January 2024

**Governor Responsibility:** Finance and Resources Committee

**Signed:**

**Date:**

Review date: January 2025

## **Charging and Remissions Policy**

### **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, music tuition, visits and residential experiences can make towards pupils personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Charges**

The Governing Body reserves the right to charge a contribution in the following circumstances for activities organised by the school:

- Activities in school hours: charges may be made for the board and lodging element of residential activities that take place in school hours.
- Activities out of school hours: a charge will be made to cover the full cost of each pupil for activities deemed to be optional activities out of school hours e.g. theatre visits, sporting/musical events.
- Charging in kind: the cost of materials, ingredients, equipment (or the provision of them by parents) e.g. for cooking, some craft and technology activities. Schools must be prepared to provide or pay for any ingredients, materials etc. for practical subjects. Parents who are willing to contribute in cash or kind can however be encouraged to do so on a voluntary basis. The school may charge or require the supply of materials if parents have indicated a wish to own the finished product.
- Music Tuition: charges will be made to cover the cost to the pupil for providing instrumental tuition from a music teacher. This may include the purchase of music, hire of instruments, minor repairs to loaned instruments and the replacement of any items on account of wear, tear and misuse.
- Breakages: Parents will be asked to pay the full cost of a reasonable amount towards the cost of any damage or defacing to school property which is due to poor pupil behaviour.
- Swimming: Parents will be asked for a contribution towards the cost of the charges at the swimming pool and the transport to the pool – currently £2.00 per week
- Hot school meals: the school will charge parents for hot school meals at the same rate to which the school is charged (less VAT) – currently £3.00 per day for Lower School and £3.20 for Upper School and Olympic College. Children entitled to Free School Meals will have a main meal ordered each day free of charge. Adult members of staff ordering a hot school meal will be charged £3.50 with VAT.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children the school invites parents to contribute to the cost. All contributions are voluntary.

If insufficient contributions are not forthcoming, the trip/activity may not go ahead.

Such contributions are voluntary and no parent is under any obligation to make a contribution. Pupils will not be treated differently if they have not made a contribution. Parents will be notified how charges have been arrived at and exactly what each child can expect to receive for any charge made.

The Governing Body may, from time to time, amend the category of activity for which a charge is made.

### **Remissions**

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Headteacher.