



## Charging and Remissions Policy

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## **Policy on Charging and Remissions**

The Governing Body recognises the valuable contribution that a wide range of activities, including clubs and trips, can make towards a pupil's education and aims to promote and provide such activities as part of a broad and balanced curriculum and as additional optional activities.

### **Charging**

The Governing Body will make a charge for each pupil for activities organised by the School in the following circumstances.

- The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours.
- The cost of providing individual instrumental tuition where this does not occur within a club, and of maintaining musical instruments provided by a school of instrumental tuition.
- The cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

At the discretion of the Governing Body, a charge may be made for replacement of any item of school property that is lost or damaged.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the pupils (see below).

### **Remissions**

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made, or where parents are in receipt of Universal Credit, in prescribed circumstances, Income Support, Income-based Jobseeker's Allowance, support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit (provided that Working Tax Credit is not also received) or the Guarantee element of State Pension Credit, the School will invite parents to apply, in confidence, to the Headteacher for the remission of charges in part or in full.

### **Voluntary Contributions**

The Governing Body recognises that the School's budget is limited and that some activities planned for the benefit of pupils may not be possible without voluntary contributions from parents. If this is the case, an initial letter will explain the nature of the proposed activity and its likely educational value. It will indicate the contribution per pupil that will be required if the activity is to take place. It will point out that there is no obligation to contribute and that no pupil will be omitted from the activity because his or her parents are unwilling or unable to contribute. It will also point out that the activity may not take place at all if parents are reluctant to support it.