



# CHARGING AND REMISSIONS POLICY

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## Policy statement on equality and diversity

The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.

Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural understanding and engage all students in playing a full and active role in wider engagement with society.

## **INTRODUCTION**

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

This policy applies to academies and free schools via their funding agreements.

## **CHARGING POLICY**

### **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 any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and a compulsory activity.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition which is part of the National Curriculum or a public examination syllabus being followed by the pupil or the first access to the Key Stage 2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for looked after children.
- Entry for a prescribed public examination including re-sits (where approved by the school) provided that a pupil has been prepared for it at the school.

### **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:

- Parents will be informed at the outset that there is no obligation to pay for a particular activity.
- Any children of parents who do not wish to contribute will not be disadvantaged.
- Where there are insufficient contributions to make the activity viable then the activity will be cancelled.

### **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;
- Part of a syllabus for a prescribed public examination which the pupil is being prepared for at school; or

- Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- Day care facilities.

### **Remissions Policy**

There will be mitigation for board and lodgings for residential visits for pupils whose parents are receiving the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit - provided that you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on - paid 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit 0 if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

### **Remission Policy**

The Governors delegate to the Headteacher the discretion to remit fees in whole or in part for any activity which occurs during school time or which fulfils the requirements of public examinations or the National Curriculum in respect of any pupil who is unable to participate in such an activity by reason solely of financial hardship.

## **Damages**

The School will always seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where an individual or individuals are identified.

Charges for damages may include third party contractor costs, and school Site Team working time costs.

Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability.

Culpability of individuals with regard to damage liability will be established by:

- Written statements of admission by those identified.
- Corroborative written statements by witnesses.
- Review of Closed Circuit Television (CCTV) footage.

Parent/Carers will be directly invoiced by the school. A staged payment period will be considered by the Headteacher on application and subject to mutual agreement. Overdue invoices (whether partially or fully outstanding) for payment will be pursued.