



A world of opportunities

CHARGING AND REMISSIONS POLICY

Signed	<i>V. Garrett</i>
Role	Chair of Governors
Date	9 July 2019

Approved by (Committee)	FGB
Date approved	9 July 2019
Review frequency	2 Yearly
Date of next review	Summer Term 2021

1. Policy

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

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

2. Voluntary Contributions

When additional enrichment activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity. Children whose parents are unwilling or unable to contribute will not be excluded from the activity or treated differently from any other child.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

3. Charges

The Governing Body reserves the right to make a charge 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 during school hours. A savings scheme is always operated to allow parent/carers to spread the cost over a period of time prior to the trip taking place.

Activities out of school hours: A charge will be made to cover the full cost of each pupil for activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events and some club activities. A charge will be made for the childcare provision provided by our Breakfast and After School Clubs.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design.

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Overcharges: The majority of activities are costed in advance and the relevant charges are passed to families. Occasionally it is not possible to calculate the exact charge prior to the activity (i.e. Brockenhurst camping). In this case an estimation is made based on previous years spend for non-fixed costs such as food. If it is found that we have overcharged for the activity, we will refund to families any amount above £7.50per child.

Undercharges: We will not ask families to make up any shortfall in the event that we under calculate the cost of an activity.

4. Remissions and Concessions

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. A longer period of time to make payments into the savings scheme can also be arranged.

The school will also give consideration to the remission of charges to parents and carers who receive the following support payments:

- Income support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

Authorisation of remission will be made by the Headteacher.