



Charging and Remissions Policy

Version Control

Version	V1.2
Ratified by	<i>Governors</i>
Owner	Julie Cordingley
Date Issued	June 2024
Review Date	Summer Term 2025
Target	All stakeholders (staff, parents, governors, pupils)

Location Shared: *Adel Primary Policy and Procedure library - one drive*

Change History

Version	Owner	Change Summary	Document Date
V1	Julie Cordingley		November 2020
V1.1	Julie Cordingley	Reviewed	November 2022
V1.2	Julie Cordingley	Reviewed	June 2024

Contents

Aim	4
Responsibilities	4
Charges	4
Remission	5
Voluntary Contributions	5
Refunds	6
School Meals	6

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents and carers.

Responsibilities

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for its implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges

The Governing Body of the School recognises that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);

- Education provided outside school hours if it is part of the National Curriculum or part of religious education, for example before school booster sessions with a clear link to literacy and/ or numeracy;

- Education and transport provided in connection with any trip that takes place during school hours;

- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of religious education, i.e. charging parents for teachers' time during a school residential;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

The Governing Body will make charges for the following:

- Board and lodging on residential visits (not to exceed the costs) including that of the necessary supervisory staff;

- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - o Travel
 - o Materials and equipment
 - o Non-teaching staff costs
 - o Entrance fees
 - o Insurance costs

- £60 per term towards small group musical instrument tuition with a peripatetic musician. Parents/ Carers are asked to sign a form to commit to paying a full year's costs regardless if their child wishes to stop lessons. This is because the school has to commit to paying the peripatetic teacher for the year.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils and damage/ vandalism/ loss to and of school property;
- Extra-curricular activities and school clubs where costs are incurred by school;
- Personal reference/ data requests for pupils such as private school references. The cost will be a minimum of £10 per item. This cost goes towards covering the staff time taken to complete the necessary paperwork and any reprographic and postage costs incurred.

Remission

School will use Pupil Premium funding to subsidise 50% of visits, including residential visits, for those children for which school receive this funding.

Voluntary Contributions

The Governing Body will normally invite parents/carers to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents and carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will only be used to help defray total costs of the activity for which the voluntary contribution was sought. Voluntary contributions will be calculated by working out the total cost of the trip and dividing by the number of children participating. To illustrate:

Total cost of trip	£300
Number of pupils	30

Voluntary contribution sought £10 (This would be the only VC amount sought from parents)

Refunds

In the event of a pupil missing the whole, or part of, an activity for which a VC has been sought, the school will normally seek to offer a refund to the original payee as long as no costs to the school have already, or are likely to be, incurred.

School Meals

The Governing Body will determine and publish the price to be charged for school meals which will be based on the cost charged to school from the catering agency. No profit will be made by school.

Equality Impact Assessment

		Yes/ No	Comments
1.	Does the policy / guidance affect one group less or more favourably than another on the basis of:		
	▪ age	No	
	▪ disability	No	
	▪ gender reassignment	No	
	▪ marriage and civil partnership	No	
	▪ pregnancy and maternity	No	
	▪ race	No	
	▪ religion or belief	No	
	▪ sex	No	
	▪ sexual orientation	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4.	Is the impact of the policy/ guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/ guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	