



## LOWER HALSTOW & NEWINGTON CEP SCHOOLS FEDERATION

### Charging and Remissions Policy

| Approved      | Coordinator       | Review Date |
|---------------|-------------------|-------------|
| 28.11.17      | FGB               | Autumn 2018 |
| 16.10.18      | Finance           | Autumn 2019 |
| October 2019  | Finance           | Autumn 2021 |
| November 2021 | Finance           | Autumn 2024 |
| November 2024 | School Management | Autumn 2025 |

## **Introduction**

We believe it is essential to recognise the valuable contributions that the wider opportunities we offer, including clubs, educational visits and experiences, can make towards pupils' personal development. This is a central part of our educational offer.

This policy does not cover the nursery which has its own charging structure for fees and other elements specific to nursery education.

## **Aims**

The aims of the charging and remissions policy are to:

- Maintain the right to free school education
- Ensure equality of access to all wider opportunities
- Enable all pupils to take full advantage of the activities provided by the school

## **Objectives**

The objectives of the charging and remissions policy are:

- To ensure that activities offered in school time are available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging and remissions policy are clearly and appropriately allocated to ensure that the operation of the policy is systematically reviewed and the findings acted upon.

## **Policy Statement for activities during school hours**

It is the policy of the governing body:

- to levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less, except where it is provided to fulfill any requirements specified in the National Curriculum or is covered by other funding such as pupil premium.
- to levy a charge for the board and lodging element of a residential activity. Governors will look sympathetically at any request for financial assistance using any information supplied, together with any information already held at the school. To avoid inequality and meet the evolving needs of pupils, federation schools will seek to avoid offering expensive residential trips unless there is a clear unique benefit that cannot be achieved with a non-residential alternative.

## **For activities outside school hours**

- to levy a charge for all activities provided outside school hours unless this can be funded from other sources e.g. pupil premium or donations.
- The school will not make a profit from these optional activities but the cost may include travel, insurance and administrative costs.

## **Remission**

It is the policy of the governing body:

- to look at individual cases and where genuine hardship exists, subject to funding being available, will remit charges, wholly or in part, for board and lodging to parents/carers.
- to delegate to the Executive Headteacher the determination of any individual case arising from the implementation of the policy.

## **Voluntary contributions**

The school may seek voluntary contributions for the benefit of the school or any school activities from parents to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- pupils will not be treated differently according to whether or not parents have made a contribution
- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant/unable to support it.
- if insufficient contributions are pledged then the activity might not take place.