

CHARGING AND REMISSIONS POLICY



EDUCATION DURING SCHOOL HOURS

1. EDUCATION DURING SCHOOL HOURS

The Governors will not charge for admission to the school, all pupils are admitted to the school by the Local Authority. Each student has an Education, Health and Care Plan which is prepared by the Local Authority and actioned by the school.

All materials, equipment and transport provided within school hours by the school, as timetable activities are free to all pupils.

2. INDIVIDUAL INSTRUMENTAL TUITION

Charges will be made to parents/carers for any individual or group of pupils who are taught to play a musical instrument if this tuition is not an essential part of National Curriculum or set examination work.

3. VOLUNTARY CONTRIBUTIONS

Parents/carers will be invited to make voluntary contributions to make school funds go further. Parents/carers will be informed at the planning stage of the likelihood of any planned activity not taking place should school funds with voluntary contributions not meet the cost of such an activity. No pupil will be left out of an activity because their parents/carers cannot make a voluntary contribution.

4. ACTIVITIES NOT RUN BY THE SCHOOL OR LOCAL AUTHORITY

When a non-school organisation arranges an activity to take place during school hours and parents/carers want their child to take part, such organisation may charge the parent/carer. Parents/carers must then ask for the school to agree to their child being absent. The Governing Body empowers the Head Teacher to determine whether this leave will be granted.

EDUCATION OUTSIDE OF SCHOOL HOURS

5. EDUCATION OUTSIDE OF SCHOOL HOURS

Parents/carers will only be charged for activities that happen outside of school hours when they are not a necessary part of the National Curriculum or Religious Education. No charges will be made for essential set examination work or which is part of a syllabus. Charges will be made for other activities that happen outside of school hours if parents/carers agree to pay. This will be in line with the

Education Reform Act (1988). Charges will be made to parents/carers for extending the school day in line with the real costs encountered.

6. SCHOOL MINIBUSES

Only the school's pupils, staff or parents/carers may travel on the school's minibuses. The school will not charge for any cross-site travel or travel between educational establishments where courses are planned by the school and form part of a timetabled day. Charges will be made for school visits (extended or day visits) which will be costed to recover the cost of any journey undertaken in line with insurance/driver conditions.

7. SALE OF PRODUCED FOOD – SCHOOL CATERING

Charges will be made for the sale of food. These charges will reflect the cost of produce plus catering staff costs and energy will allow for a small profit commensurate with the market of the day. These will include the following:

- i. Goods made for resale to staff, for example: quiches, cakes, apple pies etc.
- ii. Staff lunches.
- iii. Pre-ordered catering for external events.

All profit shall be made over to the school budget share.

Goods made for catering events held in school and pre-ordered by groups using the school for meetings will be funded from the budget share.

REMISSIONS

Parents/carers in receipt of certain benefits will have the right to claim free activities. Please contact the school office to discuss this matter.

EXCEPTIONS

There may be circumstances where we will make an exception on a payment that we would normally expect to receive under this policy. This is at the Head Teachers discretion.

Reviewed: October 2025

To be reviewed: October 2027 (or earlier if the need arises)