

Charging and Remissions Policy

Clipstone Brook Lower School



Created on:		
Reviewed on:	May 2023	Sally Rae (Headteacher)
Reviewed on:	January 2025	Sarah Orr Headteacher
Reviewed on:	May 2026	
Next review by:	May 2028	

1. Scope

1.1 This policy applies to all staff and student/learners of Clipstone Brook Lower School.

2. Context

2.1 The school recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards student/learners' all round educational experience and their personal and social development.

(Throughout this policy, the term "parents" means all those having parental responsibility for a child/young person.)

2.2 Charges must be agreed by the Head Teacher. If a charge is to be made/requested for a particular type of activity a parent may ask the school how the charge has been worked out and who might qualify for help with the cost

2.3 This policy sets out any circumstances in which the school proposes to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy.

3. Aims

3.1 The aims of this policy are:

- To ensure that all staff and parents are aware of the charging policy
- To make the programme of activities and trips accessible to as many students/learners as possible

3.2 The school will inform parents of the support available to them when being asked for contributions towards the cost of school visits.

4. Statutory position

4.1 The legislation governing the charging for school activities is set out in the Education Act 1996: Sections 449-462. It covers what governing bodies may and may not charge for when activities take place, either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary contributions is also incorporated.

5. What the School may charge for

5.1 The Governors reserves the right to make a charge in the following circumstances for activities organised by the school:

- School trips and residentials in school time: the board and lodging element of the residential experience and outdoor pursuit courses; the charge must not exceed the actual cost
- Activities outside school hours: the full cost for each student/learner of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras

- Materials: the cost of materials, books, instruments, equipment or for specified projects, if parents have indicated in advance that they wish to own the final product
- Acts of vandalism and negligence: the Governors reserves the right to recover part, or the whole cost, of damage to buildings or equipment, or damage/loss to resources which is the result of vandalism or negligence by a student/learner whether accidental or otherwise
- Examination fees: if a student/learner has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student/learner attends for examination
- Charges may be made for either an individual student/learner or group to play a musical instrument or to sing if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student/learner(s)
- The school may charge £10 for the countersigning of passport application forms for students/learners and their immediate family
- An administration fee of £15 for administrative requests relating requests outside of those expected within a school. These include requests under FoI or Data Protection.
- Recharge of costs incurred by the school relating to the provision of school lunches where the student/learner does not have other lunch arrangements in place
- Recharge of costs relating to children not collected at the end of the school day if alternative care has to be provided.
- Full recharge of credit card transaction fees linked to online payments made to the school for services supplied (1.275% of all transactions)

Optional Extras

The school may charge for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not: a) part of the National Curriculum b) part of a syllabus for a prescribed public examination that the student/learner is being prepared for at the School c) part of religious education
- Examination entry fee(s) if the student/learner has not been prepared for the examination(s) at the school
- Transport that is not required to take the student/learner to school or to other premises where the local authority/ Governors have arranged for the student/learner to be provided with education/training
- Board and lodging for a student/learner on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

5.3 Voluntary Contributions

The school may ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. Parents are under no obligation to make any contribution.

6. What the school cannot charge for

6.1 The school cannot charge for:

- An admission application to any maintained school
- 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 a syllabus for a prescribed public examination that the student/learner is being prepared for at the school, or part of religious education
- Tuition for student/learners learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student/learner is being prepared for at the school, or part of religious education
- Entry for a prescribed public examination, if the student/learner has been prepared for it at the school's discretion
- Supply teachers to cover for those teachers who are absent from school accompanying student/learners on a residential visit
- Transporting student/learners to or from the school premises, where the school has a statutory obligation to provide transport
- Transporting student/learners to other premises where the school has arranged for student/learners to be educated/trained
- Transport that enables a student/learner to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with the national curriculum requirements as appropriate

7. Remissions

7.1 The school may remit charges in full or in part to parents after considering other specific hardship cases including pupil premium students. The school invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise remission in consultation with the Governors

8. Insurance

8.1 Any insurance costs will be included in charges made for trips or activities.

9. Roles and Responsibilities

9.1 The Governors are responsible for ensuring that the school complies with legislation, and that this policy and any related procedures and action plans are implemented.

9.2 The Head Teacher is responsible for implementing the policy, for ensuring that all staff are aware of their responsibilities, for providing them with appropriate training and support, and for taking appropriate action. Day to day responsibility for coordinating and implementing this policy is with the Head Teacher.

10. Monitoring and Review

10.1 This policy will be reviewed every 2 years.

10.2 Its outcomes will be assessed by monitoring the School Development Plan (SDP)

10.3 Its impact and effectiveness will be judged in terms of the positive benefits and any negative consequences arising from its implementation.

11. Dissemination

11.1 All policies that need to be conveyed to student/learners, staff and families/carers will be available on the school's website

11.2 Staff will be informed about policies during induction and through on-going in-service training.