



## Charging and Remissions Policy

<b>Governor approval</b>	<b>Next review</b>	<b>Responsible Person</b>
Summer 24	Summer 27	School Business Manager

## **Charging and Remissions Policy**

Guidance of charging for school activities is available using the links below:

[Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/421222/charging-for-school-activities.pdf)

[Governance Handbook 2019 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/421222/governance-handbook-2019.pdf)

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education.

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

### **Charging**

The Governing Body will make a charge for each pupil for activities organised by the school in the following circumstances:

- 1) The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours
- 2) The cost of providing individual instrumental tuition where this does not occur within a club, and of maintaining musical instruments provided by a school of instrumental tuition.
- 3) The cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product e.g. topic books and design technology products.
- 4) The loss of school owned resources and equipment which are loaned to pupils e.g., reading books.

At their discretion a charge may be made for replacement of any item of school property that is lost or damaged.

The school may also charge for the completion of documentation as requested by parents/carers. This includes but is not limited to, passport applications, school references and the completion of questionnaires/documentation for private assessments initiated by parents. Any charges must be paid before documentation is completed. The charge applied will be £25 per 30 minutes. Requests for information of this type must be sent to [admin@ashdene.cheshire.sch.uk](mailto:admin@ashdene.cheshire.sch.uk).

There will be no charge applied where the parent/carer requests information that is already held by the school where no additional documentation must be completed. E.g. receiving copies of reports.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the pupils.

### **Voluntary Contributions**

- 1) Parents may be asked for voluntary contributions and if an activity cannot proceed without benefit of such contributions then parents will be informed before the activity takes place.
- 2) Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling to make a voluntary contribution to the costs.

3) Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided by the number of pupils willing to participate. The charge will not take into account any costs of staff employed by the school.

### **Remissions**

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of child tax credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the head teacher and school Business Manager.

### **Criteria**

If you wish to apply your child should meet one of the criteria listed below

- a) Free School Meals
- b) Evidence of Child Tax credit or Income support

Note: both options of full or partial payment will be explored by the head teacher and decisions are taken on an individual case basis.

### **Personal Belongings**

The school strongly discourages pupils from bringing high-value items, such as electronic devices and jewellery, onto the school premises. All items brought to school are the owner's responsibility and they should ensure that they are safe and secure. The school is not liable for loss, damage or theft of any item. Personal property is not covered by the school insurance.