



# **Charging & Remissions Policy**

**May 2016**

### **Statement of Intent**

This Policy has been written in conjunction with the Parents' Forum.

The Governors are committed to a free and comprehensive education which ensures equality of access and opportunity to all pupils.

### **General**

1. No charge will be made in respect of admission to the school.
2. No charge will be made for activities which take place wholly or mainly during school hours, except in the case of food technology.
3. No charge will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school. However, a charge will be applicable for non-attendance if the pupil does not provide a medical or other valid certification for their absence.
4. The school lettings policy applies to letting fees and charges

### **Uniform**

1. Parents/carers will be expected to pay for uniform for pupils. The school charges for the school sweatshirts.

### **Meals**

1. Pupils are charged a daily rate for the provision of hot meals from the School Caterers. The price of the meal is agreed by the school and revised annually. Pupils who are eligible for free meals are exempt from this charge.

### **Completion of forms**

1. A charge is made for the completion of certain benefit forms eg DLA at a cost of £15

### **Voluntary Contributions**

1. Parents may be asked for voluntary contributions and if an activity cannot proceed without the benefit of such contributions parents will be told at the outset.
2. Where an activity is counted as wholly during the school day, no child will be excluded because his/her parents are unwilling to pay a voluntary contribution.
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 the cost of staff already employed by the school.

### **Swimming**

No charge will be made towards the transport costs of swimming which take place during the school day.

### **After School Club**

The governors will make a charge for attendance at the After School Club in line with the fees agreed.

### **School Journeys**

When a School Journey is arranged through a third party, e.g. an educational trip organisation or agent, parents will be liable for the cost of their child. All parents will be expected to pay for the board and lodgings element of the cost.

### **School Property**

The Governors and school reserve the right to charge parents if their child is found to be responsible for the wilful destruction of school property. The school reserves the right to report criminal damage to the police to investigate and charge if appropriate.

### **Third Party Enquiries**

An administration fee will be applied to any third party companies requesting copied data. The fee to issue this data is £20.00.

Signed: ..... Chair of Governors Date: .....

Signed: ..... Head teacher Date: .....