

# **St Nicholas School**

## **Policy for Charging and Remissions**



## **St. Nicholas School Canterbury**

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<b>Governing Body Committee</b>	<b>FGB</b>
<b>SLT responsibility</b>	<b>Richard Dalton</b>
<b>Date Reviewed by Governing Body</b>	<b>December 2025</b>
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### **CHARGING AND REMISSIONS POLICY RATIONALE**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. St Nicholas school recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences, can make toward pupils' personal and social education. We aim to promote and provide such activities, both as part of the broad and balanced curriculum and as additional optional extras independent of their parents' financial means. This policy has been informed by: *A guide to the Law for School Governors*.

This charging and remissions policy describes how St Nicholas School will do their best to ensure a good range of visits and activities is offered, and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity divided equally by the number of pupils participating.

## **AIMS**

The aims of the charging policy are to:

- Maintain the right to free school education;
- Enable all pupils to take full advantage of the activities provided by the school.

## **OBJECTIVES**

The objectives of the charging policy are:

- To ensure that activities offered during the school day should be available to all pupils regardless of their parent's/carers ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- 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

## **During the School day**

All activities that are a necessary part of the National curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

## **Examination Fees**

Pupils are not charged for exams, including awards for swimming and sport, for which they are prepared in school.

The school reserves the right to charge parents if a pupil is withdrawn or fails to attend an examination without good reason.

## **VOLUNTARY CONTRIBUTIONS**

These may be sought for activities during the school day which entail additional costs e.g.

- Theatre workshops and performances;
- Swimming and riding;
- Educational visits e.g. costs of day visits/trips arranged for individual classes;
- Some ingredients for practical subjects which entail the product going home;
- Snacks and drinks for their child;
- The board and lodging element of all residential trips and visits except in the case of pupils whose parents are in receipt of income support or family credit
- The cost of transport direct from home to an activity sanctioned, though not provided by the LEA or school, such as work experience

No pupil will be prevented from taking part in an outing because parents are unwilling or unable to pay; no pupil will be treated differently. But it may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in a letter advising details of the activity.

## **Optional activities outside the school day**

St Nicholas School will charge for optional, extra activities provided outside the school day e.g.

- Breakfast club;
- After school clubs;
- Football trips;
- Theatre trips;

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

## **REMISSION**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

It is the policy of the governing body:

- To remit charges for board and lodging to parents in receipt of **universal credit**
- To delegate to the chairman and the Headteacher the determination of any individual case arising from the implementation of the policy
- The governing body will agree a fund with the budget to support this policy
- The Headteacher in consultation with the Chair of the Governors will make authorisation of remission and will review individual cases.

## **RESPONSIBILITIES**

The day to day management of the fund will be devolved to the Headteacher who will determine the proportion of costs of an activity which should be charged to public or non-public funds.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the senior management team for consideration and approval.

## **MONITORING AND EVALUATION**

The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

The Headteacher will monitor the implementation of the policy and provide the governing body with a financial report as part of the normal termly reconciliation of the school budget. Every three years the implementation of the policy will be evaluated and the views sought of parents/carers, pupils, teachers and governors.

## **EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT**

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:

- Provide equal opportunity for all;
- Foster good relations, and create effective partnership with all sections of the community;
- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the School and be adhered to and be the responsibility of all staff.