



**Heather Garth
Primary Academy**
Stars Aiming High

Charging and Remission

Policy Review Details

This review date is a guideline only and if circumstances or recommendations change then the policy will be reviewed and amended as appropriate.

This policy will be reviewed by the Board of Governors on an annual basis

Date of Issue: Summer 2021

S. Farr

Chair of Governors Signature

Headteacher Signature

Date of next review: Summer 2022

Charging and Remission Policy

Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with S457 of the Education Act, 1996.

School Trips - Charging

Day Trips. No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum, however a voluntary contribution may be requested. (**refer to Voluntary Contributions section**).

Residential trips – Essential. For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

a.if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

b.if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Materials & Textbooks

Materials and textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

The school levies charges in respect of individual music tuition with the exception of Pupil Premium pupils, and group music tuition up to, and including, 4 persons if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared outside school hours for an examination that is not statutory, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity will be levied. (Note: This could include before and after school clubs run by the school).

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently

Charging and Remission Policy

according to whether or not their parents have made any contribution in response to the request or invitation. **However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.**

Lettings

The school will make its facilities available to outside users in line with its lettings policy.

Other charges

The Head teacher, Finance Committee or Board of Governors may levy charges for miscellaneous services up to the cost of providing such services

Remissions Policy.

The Head teacher, Finance Committee or Board of Governors may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Head teacher, Finance Committee or Board of Governors may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.