



**THE FEDERATION OF  
LOWER HALSTOW & NEWINGTON CEP SCHOOLS**

**Charging and Remissions Policy**

Approved	Coordinator	Review Date
28.11.17	FGB	Autumn 2018

## **Introduction**

We believe it is essential to recognise the valuable contributions that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils' personal and social education.

## **Aims**

The aims of the charging and remissions 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 and remissions policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- 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
- To ensure that the responsibilities for the charging and remissions policy are clearly and appropriately allocated to ensure that the operation of the policy is systematically reviewed and the findings acted upon.

## **Policy Statement for activities during school hours**

It is the policy of the governing body:

- to levy a charge for the provision of music tuition to pupils, either individually or in groups of four or less except where it is provided to fulfill any requirements specified in the National Curriculum
- to levy a charge for the board and lodging element of a residential activity. Governors will look sympathetically at any request for financial assistance using any information supplied, together with any information already held at the school, to ensure children do not miss out on their education.

## **For activities Outside school hours**

- to levy a charge for all activities provided outside school hours
- The school will not make a profit from these optional activities but the cost may include insurance and administrative costs.

## **Remission**

It is the policy of the governing body:

- to look at individual cases and where genuine hardship exists, subject to funding being available, will remit charges, wholly or in part, for board and lodging to parents/carers.
- to delegate to the chairman and the Executive Headteacher the determination of any individual case arising from the implementation of the policy.

**Note:** The governing body may remit in full or in part the charge for music tuition in respect of parents experiencing hardship.

## **Voluntary contributions**

The school may seek voluntary contributions for the benefit of the school or any school activities from parents to include the costs for accompanying teachers for any school activity but:

- such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- pupils will not be treated differently according to whether or not parents have made a contribution
- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.
- If insufficient contributions are pledged then the activity might not take place.