





## **Charging & Remissions Policy** **(Learning and Growing Together)**

<b>Date ratified by Governing Body</b>	<b>10<sup>th</sup> March 2023</b>
<b>Review Cycle</b>	<b>Every year, or when there is a change in statutory guidance or legislation</b>
<b>Review Date</b>	<b>March 2024</b>
<b>Signed Headteacher</b>	
<b>Signed COG</b>	



- 1. Aim** The aim of this policy is to set out what charges may be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.
- 2. Residential School Visits** We charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs.
- 3. Music Tuition** Charges will be made when the tuition is not an essential part of:
  - a. the National Curriculum.
  - b. a public examination syllabus.
  - c. These charges are to be paid directly to the independent tutor.
- 4. Examinations** No charge will be made for entering pupils for public examinations that are on the National Curriculum.
- 5. Breakages and Replacements** We may charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- 6. Extra-Curricular Activities and School Clubs** We may charge for extra-curricular activities and after and before school clubs.
- 7. Voluntary Contributions** We ask parents for voluntary contributions towards the cost of:
  - a. any activity which takes place during school hours including educational visits (trips).
  - b. school equipment.
  - c. transport provided in connection with an educational visit.
  - d. The contribution is voluntary and pupils of parents who can't, or don't want to, contribute will not be excluded from the activity or using certain equipment. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may cancel the activity or not be able to buy certain equipment.
- 8. Refunds.** Refunds will be made where plans or programmes have to be changed, less any preparation costs already incurred.
- 9. Wrap-around Childcare.**
  - a. We charge for wrap-around childcare and parents should expect to book and make payment a week in advance. Child care vouchers are accepted.



- b. Non-payment of fees will result in children not being able to be accepted on a guaranteed basis.

#### **10. Payment of Fees.**

- a. Fees should be paid within 7 days of the payment date given on the invoice. If payment is not made within this timescale a reminder will be sent to the parent / carer and payment should be received within 7 days of receiving this reminder.
- b. If fees continue to be outstanding, the parent will be asked to discuss a payment plan with the Headteacher / administration staff at the earliest opportunity. This process is by exception only.
- c. If fee recovery remains unresolved then proceedings through the small claims court will be instigated to reclaim the outstanding amount.
- d. Parents will be asked to withdraw their child until all outstanding fees are paid.

#### **11. Late Collection of Children.**

- a. We ask parents to make contact with the school when they are running late to collect their child.
- b. Where children are not collected on time from school or after-school club, we reserve the right to make an additional charge for childcare. This will be charged at a rate of £1 per 15 minutes per child (up to and including each minute interval).