



CHARGING AND REMISSIONS POLICY

Written by	Juniper/SLT/Chair of Governors
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Links with other policies	Fees and Refunds for Paid Places Policy Debt Recovery Policy

CHARGING POLICY

The school aims to have a clear, robust process in place for charging, refunds, and remissions; this policy clearly sets out the activities that are chargeable, when charges will and will not be made, the management of refunds and the process for claiming remission.

The governing body has overall responsibility for approving and monitoring the implementation of this policy but can delegate to a sub-committee according to their terms of reference and the school's financial regulations.

The Headteacher is responsible for ensuring all staff are familiar with the content of this policy and that it is being applied consistently.

Staff are responsible for implementing this policy and notifying the Headteacher of any specific circumstances where they are unsure of that implementation.

Definitions

Charge: the fee payable for a specifically defined activity

Refund: the return of monies previously paid for a specifically defined activity

Remission: the cancellation of / exemption from a charge that would normally be payable

Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a child from participating in an activity during the school day on financial grounds

Where 10% or more of parents decline to make the requested voluntary contribution (their identity will remain confidential), or there is a shortfall in contributions the Headteacher will make the decision as to whether the visit/activity goes ahead.

Other areas:

Charges apply:

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not
 - part of the school's curriculum
 - part of a syllabus for a public examination that the pupil is being prepared for by the school
 - part of the school's basic religious education
- property damage – each individual case to be decided upon by the Headteacher
 - full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer
 - full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property

No charge applies:

- for activities taking place during school hours except any of those listed above
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the
 - set curriculum including sports matches against other schools / academies
 - syllabus for a public examination that the pupil is being prepared for by the school
 - school's basic religious education syllabus
- for admissions

Voluntary contributions

The School wishes to continue with the important work and experience derived from an off-site visit. In order to overcome the financial difficulties that exist Voluntary Contributions will be requested for any visit taking place during school hours.

The school will suggest to parents an appropriate amount for a voluntary contribution but cannot insist on payment.

No pupil will be prevented from taking part in the visit if a contribution is not forthcoming, or has been insufficient to cover the individual cost for that pupil.

Where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the visit and return all the contributions made.

Where contributions are made in excess of the requested sums, a clear determination must be made to all parents about the disposal of surplus money.

Charges for optional extras for which voluntary contributions will be sought can include:

- Private Fund – see Appendix 1
- the pupil's travel costs;
- the pupil's board and lodging costs;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to museums, castles, theatres etc.;
- insurance costs;
- the cost of engaging a teacher, specifically for the activity.

Charges for persistent late collection of children

In accordance with our Late Collection Policy, The school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity. The charge goes towards the additional childcare given as all additional care results in staffing costs/time.

A £10 charge will be given for persistent late collection.

Late collection will be recorded three times in the late book and a verbal reminder will be given. On the fourth occasion a written reminder will be given. Subsequent late collections will be subject to a £10 charge and an invoice for payment will be sent to the parents/carers.

If fines are not paid the school reserves the right to withdraw your child's place (please see the Debt Recovery Policy).

DBS checks

The school will cover the cost of DBS checks for all employed staff.

The school will cover the cost of DBS checks for volunteers.

REFUNDS POLICY

- When a pupil is absent due to illness and does not attend an educational visit, the transport/entrance cost will not be refunded, where already committed. However, where possible, the school will endeavour to recover costs related to that activity and, if successful, will then refund the parent/carer.
- If a trip has to be cancelled by the school, parental contributions will be refunded, less any initial deposits withheld by the venue.
- Where contributions for an activity exceed the final total cost by more than £5 per pupil, a refund will be given. Excess income less than £5 per pupil will be retained in school funds. Excess expenditure will be paid from school funds.

REMISSIONS POLICY

- The Headteacher and Chair of Governors will authorise the remission of charges in all cases.
- The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.
- All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.
- The school may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the governing body.

Unpaid Charges

Those unpaid charges which are legally recoverable will be recouped, together with resultant costs as a civil debt, where considered appropriate.

APPENDIX 1

- 1 Parents are requested to pay £1 per session into our Private Fund which covers the cost of:
 - snack
 - enhancement resources/activities
 - consumables such as cornflour and dough making ingredients.