



## BLACKWATER SCHOOL

# Charging and remissions policy

### **Introduction**

We want every child to participate fully in all available school activities.

### **Aims**

The aim of this policy is to:

- \* Have robust, clear processes in place for charging and remissions.
- \* Clearly set out the types of activity that can be charged for and when charge will be made.

### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities

<https://www.gov.uk/government/publications/charging-for-school-activities>

### **Definitions**

- Charge: A fee payable for specifically defined activities.
- Remission: The cancellation of a charge which would normally be payable.

### **Responsibilities**

The Governing body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, individual governor or Headteacher.

The Governing body also has overall responsibility for monitoring the implementation of this policy.

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently

## Admissions

There is no charge for admissions.

## School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal, decided by Autograph.

## Residential activities

All residential trips will be optional. If the school organises a residential trip during school time, or mainly in school time, charges will be levied to cover the fully charge of the following:

- **Board and lodging**  
When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place.  
**Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost**
- **Travel**  
Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- **Activities**  
The school may charge for residential activities that fall **outside** of school hours

Charges will not be increased to cover the costs of those pupils who are unable to pay.

## Music tuition within school hours

Blackwater School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size

of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

### **Extended services – Extra Curricular Activities**

Blackwater School provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

### **Charges for ingredients, snacks, materials and equipment.**

The school will either provide any ingredients, snacks, materials and equipment required or request a nominal voluntary contribution from parents/carers. The nominal payment is requested where items are either consumed or taken home.

### **Refunds**

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

### **Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

### **Remissions and concessions**

If Children of families who are in receipt of Pupil Premium, they will be entitled to 50% reduction of the cost of any residential trip. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

### **Voluntary contributions**

When organising school educational visits which enrich the curriculum and educational experience of the children the school invites voluntary contributions to the cost of the trip. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

The voluntary contribution requested will not include an amount to cover the costs of those pupils who are unable to pay.

### **Inability or unwillingness to pay**

Blackwater School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.