



POLICY TITLE	Charging and Remissions Policy
UPDATED	October 2024

1. Aims

Minet Junior School aims 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 charges will and will not be made
- Offer a range of activities whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts

3. Definitions

Charge: a fee payable for specifically defined activities

Remissions: the cancellation of a charge which would normally be payable

4. Roles and Responsibilities

The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy. The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy had been delegated to the deputy headteacher.

Headteachers

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

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Charges

Education provided by the school is free of charge, if it takes place wholly or mainly during the school hours.

If places on an activity are limited the school reserves the right to decide which pupils should be given the opportunity to participate, without reference to parents' willingness or ability to make a voluntary contribution towards the cost.

Activities which take place mainly outside normal school hours are deemed 'optional extras' and the school reserve the right to charge to meet the cost of the provision of these activities.

Day Visits/Visitors

Where a whole class will experience a visit that will enhance, enrich and bring relevance to the curriculum, then the school reserves the right to ask for voluntary contributions. If insufficient voluntary contributions are received, the school reserve the right to cancel the visit.

Residential Visits

The school reserves the right to charge directly to the parents the cost of travel, board and lodgings for residential visits, but the charge will not exceed the actual cost.

Music

Should extra musical tuition be provided beyond the normal school musical activities or provision by the LEA, the school reserves the right to charge for such tuition or costs.

Extended Provision

The school reserves the right to charge for extended day services offered to pupils such as breakfast and after-school clubs.

Cooking/Craft

The school reserves the right to charge for the cost of materials or ingredients that are taken home and owned by the child.

Damage to Property

The school reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

6. Remissions

The school may be able to provide financial support for children in difficult family circumstances or hardship, to attend day visits and residential visits.

Parents who would like to discuss this should make an appointment to speak to the Deputy Headteacher.

The school will provide access to breakfast club and one after school club per term, free of charge, to children who are in receipt of pupil premium.

7. Monitoring arrangements

The deputy headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the deputy headteacher every year.

At every review, the policy will be approved by the governing board.