



Fig Tree Primary School

Charging & Remissions Policy

Policy Name	Charging and Remissions Policy
Version	2
Date of Issue	Aug 2019
Next Review	Aug 2023
Owner	Head Teacher

1. Aims

Our 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 and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

3.2 Headteachers

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

3.3 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.

3.4 Parents

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

4. Where charges can be made

Below we set out what we **can** charge for:

4.1 Education

- Fees for school
- Any materials, books, instruments or equipment
- Optional extras
- Music and vocal tuition, in limited circumstances

- › Community facilities

4.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment.

4.3 Music tuition

- › Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.
- › Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

4.4 Residential visits

- › We can charge for board and lodging on residential visits.

5. Voluntary contributions

- › As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.
- › Some activities for which the school may ask parents for voluntary contributions include: themed week activities costing for resources eg. Healthy Eating week – purchase of food.
- › If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6. Activities we charge for

- › The school will charge for the following activities:
- › Fig Tree school charges for teaching school hours breakfast club, some after-school and sports clubs. The school charges fees for attending the school.

7. Remissions

- › In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.