Charging & Remissions Policy

Document Summary

Document Owner:	Nicola Addicott
Link Governor:	Andy Norman
Version Number:	7.0
Document Status:	Approved
Date Last Approved:	December 2025
Date of Next Review:	December 2026
Frequency of Review:	Annually
Model Policy:	No
Statutory Policy?	Yes
On School Website?	Yes

FYI: Version control should be used for all formal documents and managed as:-

- **0.1 (1st draft version)**
- **0.2 (2nd draft and so on….. 0.3. 0.4 etc)**
- **1.0 (Once document has been approved)**
- **1.2 (during review/approval of a lifecycle document i.e. policies)**
- **2.0 (2nd approved document) and so on.**

Amendment History

Version	Amendment Date	Author	Amendment Summary
V1.0	14/10/16	Mo Jones	Reformatting Only
V1.1	14/03/18	Mo Jones	Review Due
V2.0	12/06/18	Ruth Owen	Final formatting, updating website.
V2.1	06/03/19	Lucy Gale	Review due – no changes
V2.2	20/03/19	Lucy Gale	Governor review
V3.0	24/05/19	Ruth Owen	Final formatting following approval

V3.1	**10/03/21**	**Dan Clark**	**Governor Review**
V4.0	**25/03/21**	**Ruth Owen**	**Final formatting following approval**
V4.1	**16/01/23**	**Ruth Owen**	**Added Link Gov & Model Policy fields to front sheet**
V4.2	**22/02/23**	**Nic Addicott**	**Staff review, review due**
V5.0	**03/05/23**	**Ruth Owen**	**Final formatting following approval**
V5.1	**01/10/24**	**Ruth Owen & Nic Addicott**	**Updating policy to confirm our procedure on dinner money debts**
V6.0	**19/11/24**	**Ruth Owen**	**Final formatting following approval at October FGB and amended cost to £2.30 per lunch and debt of £11.50 as agreed**
V6.1	**01/12/25**	**Nic Addicott**	**Staff review, review due – no changes**
V7.0	**13/01/26**	**Ruth Owen**	**Final formatting following Governor approval**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges:

The Governing Body reserves the right to apply a charge in the following circumstances for activities organised by the school:

- **Activities outside school hours**: the full cost of each pupil of any activities deemed to be optional extras takes place outside school hours.
- **Residential courses**: the transport, board and lodging element of the residential course.
- **Individual instrumental tuition**: the cost to the pupil for providing the following individual/small group instrumental tuition provided by an external teacher eg: the music service.
- **Activities inside school hours:** the cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: Food activities, needlework, enrichment and pottery. The Governing Body may charge for ingredients or materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product. If a parent refuses to pay, the pupil will be included in the activity but may not be allowed to take the item home

The Governing Body may, from time to time, amend the categories for which a charge may be made. Nothing in the policy statement precludes the Governing Body from requesting parents to make a voluntary contribution towards the cost of providing the foregoing activities for pupils. In the event

of insufficient voluntary contributions being made within a predetermined time scale the individual activity may have to be cancelled.

Lunch Money: Lunches are charged at £2.30 per day for children and £3 for Adults. As we provide our own school kitchens and meals, we are liable for the cost of food and staff when meals are not paid for. Therefore, we ask parents to pay in advance for school meals. Where a debt of £11.50 or more is owing the school reserves the right to withdraw the provision of meals. We would notify parents that packed lunches need to be brought from home, until the outstanding balance is paid.

A weekly reminder is sent to parents by text or email for any accounts that have a negative balance. If the debt is nearing £11.50 we would then make a telephone call to parents to advise that we may need to withdraw school meals if the balance is not cleared.

Remissions: when the pupil is entitled to pupil premium, school will incur the full cost of the activities above. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body invites parents to apply in confidence for the remission of charge in part or in full.

Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors where the value is over £200 per item, or £1000 in one year.

The funds available for remissions are very limited so that activities, which would over stretch the remissions budget, may have to be cancelled.