



## Charging and Remissions Policy

<b>Governor Committee Responsible:</b>	Operations Committee	<b>Governor Lead(s):</b>	Headteacher
<b>Status</b>	Statutory	<b>Review Cycle</b>	Annual
<b>Last Review</b>	September 2023	<b>Next Review Date</b>	October 2024
<b><i>Date policy ratified</i></b>	<i>Ratified at Operations Committee Meeting 24 October 2023</i>		

### INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the Operations Committee of CKJS Governing Body.

### AIMS AND OBJECTIVES

The aims of this policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

### ACTIVITIES WITHOUT CHARGE

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Instrumental and vocal tuition for some disadvantaged children, by arrangement with pastoral leads and parents/carers (including some children in receipt of Free School Meals, Looked After Children and Previously Looked After Children).

### VOLUNTARY CONTRIBUTIONS

The school may ask for voluntary contributions towards the cost of schooltime activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

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## CHARGEABLE ACTIVITIES

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - Part of the National Curriculum.
  - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school
  - Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

## REMISSIONS POLICY

- There will be no charge for board and lodgings for pupils whose parents/carers are receiving the benefits itemised on page 11 of the [DfE Guidance Notes Charging for school activities](#) – Departmental Advice for governing bodies school leaders, school staff and local authorities (Updated May 2018).
- Charges for other “chargeable activities” may also be fully or partially remitted.
- Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.