




# CHARGES AND REMISSIONS POLICY

2024-2025

Headteacher Signature: 

Agreed by the Governing Body

Chair of Governors Signature: 

Date of next review: September 2025



# Southwick Community Primary School & NEW BEGINNINGS NURSERY

## CHARGES AND REMISSIONS POLICY - SEPTEMBER 2024

### 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 be made

### 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 449-462 of which set out the law on charging for school activities in England.

### Introduction

All education during 'normal' school day is free. The school recognises the valuable contribution that the wide range of additional activities, including visits and residential experiences make towards pupils and personal and social education.

### Definitions

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

### Roles and responsibilities

#### 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 Head Teacher.
- The governing board also has overall responsibility for monitoring the implementation of this policy.



## **Head Teacher**

-The Head Teacher 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 Head Teacher 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/Carers**

Parents/carers are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

## **Voluntary Contributions/Funding**

When organising school visits which enrich the curriculum and educational experience of the children, the school will invite parents/carers to contribute to the cost of the visit. All contributions are voluntary. If insufficient voluntary contributions are received, it may be necessary to cancel a visit. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. In the event of a visit being cancelled, any money collected will be refunded.

## **Residential visits**

If the school organises a residential visit, a charge to cover costs of board and lodging and a voluntary contribution to transport and activity costs will be sought. If parents/carers are experiencing financial difficulty, they are invited to discuss the matter in confidence with the Head Teacher.

## **Music Tuition**

All children study music as part of the school curriculum. There is no charge for this. There is also no charge for individual or group music tuition that is not part of the National Curriculum.

## **Swimming**

The school organises swimming lessons for pupils in Key Stage 2. These take part during school time as part of the National Curriculum. School covers the cost of this activity but asks



parents/carers for a voluntary £1 contribution each week to cover the costs of swimming lessons and transport.

## **Remissions**

In some circumstances, the school may not charge for visits or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question. If parents/carers are experiencing financial difficulty, they are invited to discuss the matter in confidence with the Head Teacher.

## **Damage, Breakages and Fines**

Should a cost of repairing damage and replacing equipment (lost, defaced or damaged) be incurred as a result of a child's behaviour, the school, in consultation with governors, may ask parents/carers to pay for this damage to school property or equipment.

## **Monitoring, Evaluation and Review**

The school will review this policy annually and assess its implementation and effectiveness regularly by seeking views of pupils, parents/carers, staff and governors.