

# CHARGING AND REMISSIONS POLICY

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# Charging and Remissions Policy

## SCOPE

1. The Governing Body is responsible for establishing and maintaining this Charging and Remissions policy and for ensuring that it is followed. The Governing Body delegates authority to the Resources Committee, advised by the Executive Principal, to administer the Charging and Remissions policy on its behalf. The Executive Principal is responsible for implementing the decisions of the Resources Committee and for complying with this policy.

## PRINCIPLES

2. The Chichester Free School educational model places strong emphasis on the importance of enrichment and co-curricular activities, especially as part of its extended day provision.

3. The underlying principles of the Chichester Free School Charging and Remissions Policy are to:

- a. Ensure a wide range of activities and experiences are provided for our pupils
- b. Minimise the financial barriers which may prevent some pupils from accessing those opportunities

## DEFINITIONS AND KEY TERMS

4. The following terms are used in the following ways throughout this document:

- a. Compulsory charges: a pupil cannot do an activity without paying this charge
- b. Voluntary contributions: pupils can do the activity whether they have paid or not. Parents will be asked to make a voluntary contribution towards the cost of the trip

## OVERVIEW

5. No compulsory charges will be made for the following (although voluntary contributions may be sought, as per paragraph 10). No pupils will be excluded from these on the basis of the inability or unwillingness to pay. This means that non-statutory activities may be cancelled if insufficient voluntary contributions are made and the school budget cannot cover the cost. Where spaces are limited for an activity the school will allocate spaces to those pupils who have registered interest/consent first.

- a. Education provided during school hours (including the supply of materials, books, instruments or other equipment).
- b. Education provided outside of school hours if it is part of the school's curriculum
- c. Tuition for pupils learning to play musical instruments (or sing) if that tuition is required as part of their curriculum, for example, during GCSE music
- d. Education provided on any trip that takes place during school hours if it is part of the school's timetabled curriculum lessons
- e. Transport provided in connection with a trip that is part of the school's curriculum

6. Activities for which compulsory charges may be made include, but are not limited to, the following. Pupils will not be able to participate in these activities if charges are not paid where levied.

- a. Activities outside school hours: Non-residential activities that take place outside school hours may be charged to parents, but only if the majority of time spent on that activity takes place outside school hours. Travel time counts in this calculation if the travel itself occurs during school hours.
- b. Residential activities: Parents may be charged for board and lodging costs of trips that take place during school term. However, pupils who are in receipt of certain benefits (see below) may not be charged for board and lodging costs. The full cost of residential trips that take place outside of school time may be charged to parents. (See below for information on available remissions.)
- c. Music Tuition for individuals or groups of up to four pupils. (See below for information on available remissions.)

7. Activities for which compulsory charges may be levied (with the exception of board and lodging for residential trips) are regarded as 'optional extras.' Charges for optional extras will not exceed the actual cost (per pupil) of provision. This may include covering the costs of accompanying teachers and adults.

8. A residential trip is considered to be during school time if the number of school sessions on a residential trip is equal or greater than 50% of the number of half days spent on the trip (even if some activities take place late in the evening).

9. Whatever the starting and finishing times of the school day, the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

10. When any trip is arranged parents will be notified of the policy for charging as well as the policy for allocating places.

11. Chichester Free School may seek voluntary contributions to support activities and resources in the curriculum and co-curricular extended day programme. However, payment will be genuinely voluntary, and children shall not be excluded because their parents / carers are unable or choose not to pay.

### **REMISSION OR HELP WITH CHARGES**

12. To remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at no charge or at a reduced charge to parents, at the discretion of the Executive Principal or Business Manager, in the following circumstances:

- a. the pupil is currently entitled to a free school meal (not Ever6 FSM)
- b. other exceptional circumstances at the individual discretion of the Business Manager with prior agreement

### **PAYING CHARGES**

13. The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will, where possible, adhere to the following guidelines:

- a. All trips will be published at least one month in advance
- b. We will arrange a system by which parents can pay in instalments if required
- c. When an opportunity for a trip arises at short notice (i.e. less than a month) it may be possible, at the discretion of the Executive Principal or Business Manager, to arrange to pay by instalments beyond the date of the trip

### **REFUNDS OF CHARGES**

14. The Governing Body recognises that if the school makes a profit of more than £5 per student on an individual payment item then the profit will be refunded to the student. In the first instance this will be put on the ParentPay account relating to the student. Cheques will only be issued in exceptional circumstances; no cash payments will be made.