





CHARGING AND REMISSIONS POLICY

Document owner:	GG
Responsible Trust Committee:	Resources
Date Approved:	June 2015
Reviewed Date:	December 2018

Approved Signature (Principal):	 Date: 11/12/2018
Approved Signature (Trust Board):	 Date: 11/12/2018

Charging and Remissions Policy

VISION AND ETHOS

Chichester Free School will:

- **Nurture** children in a safe, happy and caring environment where every child will be known, positive behaviour is rewarded and there will be a strong sense of community between child, home, school and community.
- **Challenge** children to recognise and respect one another so we all may learn and grow together. Our curriculum, including the extended day provision, will stimulate and challenge every individual, inspiring a passion for learning. Such challenge requires courage on the part of all members of our community.
- **Inspire** children towards the highest standards of behaviour as the foundation for individual success and a culture of well-being, warmth and exciting futures. We will inspire confident, happy, creative and articulate young people who will emerge with a clear vision for their future.

Chichester Free School's pastoral care is based on the four Cardinal Virtues of Wisdom, Temperance, Justice and Courage:

- **Wisdom** – The wisdom to recognise the importance of context, history, circumstance and intention in every act. We wish to create a culture where the contexts and circumstances of everyday life enable all members of our community to intend excellence in behaviour and achievement. The wisdom to praise effort as much as achievement and to choose well now, even when this is the harder path.
- **Temperance** – To seek self-control so all members of the community act thoughtfully, internalising self-regulation, rather than giving in to impulse or always relying on others to set boundaries. We will be modest in asserting our own rights, prudent in exercising our energies, resilient when faced with difficulty, demonstrating humility and forgiveness in our dealings with others.
- **Justice** – To act fairly, finding evidence first, not fault. To recognise that behaviour is an act carried out by a person. Whether rewarding or punishing, we seek to build the character of the individual and the school through the just actions we take in response. We will listen proactively to all members of the community to form the just culture of the school. To demonstrate justice every day in the respect we show for all members of the community and beyond, and for the material fabric of the school.
- **Courage** – The courage to do what is right when doing what is right is hard, to challenge poor behaviour, speak up for minority groups, or those who are being mistreated and the courage to seize opportunities despite what others might think.

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 Principal, to administer the Charging and Remissions policy on its behalf. The 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 students 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 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 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.