



## Charging and Remissions Policy

Reviewed: September 2021  
Next Review: September 2022  
Review by: Headteacher

Under the charging provisions of the Education Act 1996 the Governing Body may choose to charge for certain defined activities.

In line with the Local Education Authority policy the following items will be charged if applicable:-

**1 Activities arranged outside school hours.**

Charges will be made unless the activities are part of an examinable syllabus or are required under the National Curriculum.

**2 Board and Lodging in relation to Residential Trips**

**3 Music Tuition**

Costs associated with tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus of a public examination (e.g. GCSE) or is required by the National Curriculum.

**4 Cost of replacing damaged equipment or broken windows.** Full replacement charge will be made.

**5 School Journeys**

To finance the cost of school journeys the parents/guardians of the children in the classes concerned will be asked to make a voluntary contribution to the cost of the trip over and above the charges referred to at paragraph 2 above.

**6 Cooking, craft, design and technology materials.**

The cost of ingredients and materials needed for practical subjects such as cookery and technology where the finished product will be either consumed or taken home.

**7. Report writing for Independent schools**

When reports are requested, we will make a £50 charge for each report payable to the school **before** the report is written.

## **Contributions**

The Governors feel that the educational benefit gained by the children from certain activities, which are not financed by the LA, is so great that those activities should continue where possible:

- (a) Day visits and transport
- (b) Swimming
- (c) Visiting theatre groups, dance, art, and science workshops, or other educational activities and groups etc

The Governors have agreed that parents should be asked to make contributions to fund these activities. No child will be excluded from an activity because of their parents' unwillingness or inability to make a contribution.

If insufficient contributions are received then certain activities may not be able to take place.

If the income from an activity exceeds the costs incurred by more than 5% a pro-rata refund if in excess of £5 will be made to all parents who have contributed.

## **OTHER PROVISIONS**

The school may from time to time offer non-syllabus related tuition to pupils (for example foreign language tuition). The provision of such non-syllabus tuition will be fully chargeable by the school.

## **REMISSION POLICY**

Full charges for residential school journeys will be made but grants may be available for the board and lodgings element from the Hertfordshire Education Foundation subject to application by the school from whom information of need in addition to financial need will be required. Children whose parents are in receipt of the following support payments will be entitled to the remission of board and lodging charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceeding the specified level.
- Guaranteed State Pension Credit subject to application to the Headteacher