

# Saxon Wood School



## Charging and Remissions Policy

Date revised and approved :July 2023

Date for review: July 2024 (or sooner if required)

### Introduction

This policy has been formulated in accordance with Hampshire County Council's guidance on charging for school activities.

### Aim

The aim of this policy is to set out what charges will be made for activities, when charges will not be made, and when voluntary contributions will be requested from parents.

### Responsibilities

The Governing Body of Saxon Wood are responsible for determining the content of the policy and the Headteacher for implementation. Any decisions in respect of individual parents will be considered jointly by the Headteacher and the Governing Body.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The Governors endorse the guiding principles contained in the Education Act 1996, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils will not make reference to the ability or willingness to pay on behalf of the parent.

## **Prohibition of Charges**

The Governing Body of the school recognises that the legislation prohibits charges for the following:

- Education provided during the school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip.

## **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including clubs
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits

## **Residential visits**

A charge will be made for the cost of board, lodgings, activities and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision. See Remissions for further details.

## **Voluntary contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Pupils, whose parents are unable to contribute, will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make voluntary contributions for the following:

- Educational visits which take place outside school hours;
- Any activity which takes place during school hours

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents: a) That the contribution is genuinely voluntary; and b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

## **Remissions**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing body will remit the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours). This is made clear in all correspondence in relation to these activities. In other circumstances, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the chair of Governors will make authorisation of remission.

The governors reserve the right to charge for the following:

- Damage or loss of school property through negligence or inappropriate behaviour
- Activities undertaken out of school time.

## **Publication of Information**

This policy can be found on the school's website and hard copies are available from the school office for parents to view.