

## **CHARGING AND REMISSION POLICY**

Charges will be made for:-

1. Activities that take place wholly or more than 50% outside school hours. (Charges will include the cost of travel, entrance fees, insurance costs, materials, books, equipment, non-teaching and teaching staff where a teacher, or instructor has been engaged specifically for the purpose of providing the activity.)
2. Board and lodging in all cases where a school activity involves pupils in nights away from home.
3. Meals, which have been ordered and paid for, and then not taken up, will be charged at the normal rate for that meal, unless there are exceptional circumstances.
4. Ingredients for practical subjects (cookery and design and technology) where the parents have been notified in advance and have expressed the wish to own the finished product. The cost will be actual cost of the ingredients and materials provided.

### **Remission of charges will apply where:-**

children whose parents are in receipt of the following support will be entitled to free board and lodgings during residential trips, taking place wholly or partly in school hours.

The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

This aligns the eligibility criteria with that for free school meals/pupil premium.

Therefore the usual free school lunch entitlement verification procedures should be used when considering remission of these charges.

### **Voluntary donations:-**

Will be requested for educational visits, which take place wholly (more than 50%) in school time. These donations will equal the actual cost of providing the visit (including travel, entrance fee, books and materials).

If insufficient voluntary contributions are received, the visit may be cancelled and contributions received returned to parents. No individual will be excluded from a visit because of non-payment.

Prior to a proposed visit, a letter will be sent to parents notifying them of relevant details.

Signed .....  
Chairman of the Governing Body

Date .....

Review: when necessary