

CHARGES AND REMISSIONS POLICY

1. Aims

Marshfields School aims to:

Have robust, clear processes in place for charging and remissions.

Clearly set out the types of activity that can be charged for and when charges will and will not be made.

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Education provided outside school hours if it is part of:

- The School Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5.2 Transport

Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport.

Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated.

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

Transport provided in connection with an educational visit.

5.3 Residential visits

Education provided on any visit that takes place during school hours.

Education provided on any visit that takes place outside school hours if it is part of:

- The School Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying students on a residential visit.

6. Where charges can be made

Below we set out what the school can charge for:

- School Meals
- Day Trips and Special Events in School
- Residential Visits
- Breakages or Damage to any school property
 - School uniform

School Meals

Parents/carers may purchase a school meal for their child, which should be paid for in advance at a cost of £3.78 (Any child entitled to Free School Meals will not be charged).

7. Voluntary contributions

The school is able to ask for voluntary contributions from parents/carers to fund activities which would not otherwise be possible.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

- Any trips outside of theme weeks/reward weeks.
- Ticket purchases for leavers events.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. Monitoring arrangements

The Headteacher and School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager annually and any changes will be reviewed by the Governing Body