



# CHARGING AND REMISSIONS POLICY

<b>Date of Policy Issue / Review</b>	March 2021 Review: March 2025
<b>Approved by</b>	Academy Committee
<b>Name of Responsible Manager</b>	Rob Collar

## **THORNDEN SCHOOL - CHARGING AND REMISSIONS POLICY**

This policy conforms to the requirements of sections 449-462 of the 1996 Education Act and takes account of the guidance to schools issued by the DfE in 2014 'Charging for school activities'.

### **Pupil Premium**

This policy should be read in conjunction with our statement on Pupil Premium. Full details are included within the Pupil Premium Policy which is published on our website.

### **Curriculum trips and visits during the day or outside the school day**

- For activities such as visits and trips that take place during the school day, we seek voluntary contributions from parents/carers, while offering the assurance that no child will be excluded from such activities if a contribution is not made. We seek to ensure that students and families are made aware of the support available to them. At Thornden, this means all letters asking for contributions will always advise parents/carers to write to the Deputy Headteacher (Educational Visits Co-ordinator-EVC, Mr Collar), in confidence in such circumstances.
- Contributions will be requested for:
  - Costs of residential visits
  - The proportionate costs for an individual child for activities wholly or mainly outside school hours to meet the costs of the visit

If insufficient contributions are received the Deputy Headteacher (EVC) will determine whether the trip or visit can proceed.

### **Extra-curricular trips and visits outside of the school day**

Parents/carers who agree to their child attending an extra-curricular trip are agreeing to pay the full cost of the trip. However, in cases of financial hardship the following steps are taken to support students:

- Letters sent out about trips will state that parents/carers can write to the Deputy Headteacher, (EVC) in confidence, regarding possible financial assistance.
- Where the trip involves a whole class or whole year group, the school can support cases of financial hardship in full.
- Where an application is made the financial support available could include:
  - Making a contribution to the cost of the trip (this could vary according to circumstances)
  - Restructuring payments to allow more time or make smaller, more regular payments
  - Contributing to up to one residential visit in an academic year

If parents/carers subsequently withdraw their child from the trip, they are responsible for paying all costs incurred including the cancellation charge levied by the tour operator.

## **Instrumental or Vocal Music Tuition**

- Parents/carers are expected to contribute to the cost of voluntary extra instrumental/vocal lessons.
- Charges will be reviewed annually, and due notice will be given to parents/carers before any increases are implemented.
- Parents/carers who are experiencing financial hardship can write to the Deputy Headteacher (Mr Collar), in confidence, for support with music tuition lessons.
- Letters regarding Music Tuition will contain the same statement about writing to the Deputy Headteacher (Mr Collar), in confidence. If support is offered, this will be for one instrument.
- Musical instruments may be purchased through the school purchasing scheme at net cost to the parent/carer provided the relevant criteria for such a purchase is met.
- Parents/carers whose children borrow school musical instruments may be asked to contribute towards their maintenance.

## **Examinations**

We do not charge for the entry for a prescribed public exam. We will only charge parents/carers the full cost of exam entries where a student has not attended without a good reason or are disqualified from a public examination for which parents/carers have previously agreed the entry.

## **Lesson Materials**

- A charge will not be made for curriculum activities.
- A voluntary charge can be made for materials (for example, in subjects such as Food Technology, Textiles, Art and Design Technology). The only circumstance where a charge will be made is where students wish to own the finished product.

## **Publications**

- The school will charge for materials, books, instruments or equipment where the student wishes to own them.
- The sale of classroom items such as revision booklets, textbooks and scientific calculators may be made on a non-profit making basis if the student wishes to own the equipment.

## **Damage and/or Theft to School Property**

The school will seek to recover appropriate financial loss incurred as a result of damage or theft to school property caused by individual students.