



Charging & Remissions Policy

Version control

Review cycle: Recommended annually

Approval level: Governing body, individual Governor or Headteacher

SLT Responsible for review: School Business Manager

Action	Date	Version	Next review and approval due
Created	September 2017	1.0	
Reviewed and approved	December 2018	2.0	December 2019
Reviewed and approval	May 2020	2.1	May 2021

Purpose

At Todmorden High School we believe that all of our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Policy Aims

- To make School activities accessible to pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to Parents', students and school
- Which acknowledges the cost of such activities to the School's budget.

This policy has been reviewed whilst considering the DfE "Charging for School Activities" guidance.

1. Charges may not be made for:

- Admission to the School.
- Education that takes place during officially recognised School hours.
- Activities relating specifically to the School Curriculum, for Pupil Premium students.
- Entrance fees for prescribed examinations.
- Transport costs during School hours, other than for Rewards Trips where students/parents will be required to contribute to the cost.
- School equipment, materials, facilities etc.
- Activities or visits taking place wholly or mainly during School hours, (i.e. at least 50% during School time), apart from Rewards Trips where students/parents will be required to contribute to the cost.

2. Chargeable Items

- Optional extra activities which take place wholly or mainly outside School hours and which are based on parental choice (i.e. at least 50% outside School time).
- Board and lodging on residential visits.
- Individual music tuition (instrumental) for which there is a parental agreement and where it does NOT form part of the curriculum or part of the syllabus for a prescribed examination.
- Wilful damage to School property, equipment, furniture.
- Damage to school property which is as a result of inappropriate behaviour
- Loss or damaged text books.
- Ingredients and materials for subjects such as Technology where parents have indicated a wish to own the finished product (payment could be in kind).
- The recovery of examination fees where a pupil fails, without good reason, to complete the examination requirements e.g. non-attendance on the day of the exam.
- The recovery of BTEC registration fees where a pupil fails, without good reason, to complete the award e.g. the pupil leaves the school voluntarily, fails to attend any lessons, fails to complete the necessary coursework, etc.
- Examinations for which a pupil has not been prepared in School or during School hours.
- Examination re-sits for which the pupil has not received any additional preparation in school.

3. Residential Visits

Remission of Charges

- Any parents in family difficulty (income support/family credit) are invited to approach the Headteacher, who, in the strictest confidence, who may be able to offer a degree of financial support for certain activities.

4. **Voluntary Contributions**

- These may be requested for any activity, whether during or outside School hours, residential or non-residential.
- There is no restriction placed on the use which can be made of such contributions.
- There will be no obligation to contribute and pupils will not be treated differently according to whether or not their parents have contributed.
- If an activity/visit cannot be funded without certain voluntary contributions, and if these indicated contributions are not forthcoming, the activity/visit might not take place.