

Charging and Remissions Policy

Rationale

To enhance the education offered to children at this school various activities and visits are arranged. Government Legislation states that schools may not charge for any activity that takes place during the school day but may ask for **voluntary contributions** to cover the costs involved.

It is recognised that many educationally valuable activities will be dependent on voluntary financial contributions in whole or in part from parents/carers. Without the financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils.

All children will be included and treated the same whether or not parents have made a contribution

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 449-462 of which set out the law on charging for school activities in England.

Purposes

The governing board of The Crossways Schools endorses the above objectives. The governors fully realise the valuable contribution that a wide range of additional activities, such as clubs, educational visits, trips, residential experiences and practical activities, can make towards a child's personal, social and educational development. The governors therefore aim to promote all activities which support a broad balanced curriculum for the pupils attending The Crossways Schools. The following guidelines should ensure that the objectives of the Education Reform Act are met.

Guidelines

Our school policy regarding charging for these activities is as follows:-

- **Residential Visits:** parents/carers of children participating in such an activity will be expected to meet in full the cost of board and lodging (subject to certain remissions, below).
- Activities which occur wholly or mainly outside school hours **unless part of the National Curriculum**. Parents/carers are asked to pay the full cost of any such activities.
- **Damage to school property:** when damage to school property or equipment occurs because of a child's behaviour, parents/carers will be expected to pay the cost of repair to, or replacement of, the property or equipment.
- **Charging in kind:** parents/carers are asked to pay for the cost of materials and/or ingredients for subjects such as needlework, cookery and pottery, provided that they have indicated in advance that they wish to own the finished products. Alternatively, parents/carers may contribute to the necessary materials.

Policy for Voluntary Contributions

For activities such as educational visits and school trips which take part wholly or mainly within teaching time, the governing board supports the school in inviting voluntary financial contributions from parents/carers to meet the cost of necessary transport, entrance charges, etc., bearing in mind:

- Parents/carers are under no obligation to contribute, and

- Pupils registered at this school will not be treated differently according to whether or not their parents/carers have made a voluntary contribution towards the cost of the activity.

Procedures for Inviting Voluntary Contributions

1. Wherever possible, parents/carers will be notified by letter well in advance of a particular activity taking place. This letter will contain full details of the activity, and its likely value to the child in educational terms, for example its relevance to the current term's work. It will also set a figure for the individual contribution required by explaining the costs to be met by the school. Also, at this stage, it will be explained to parents/carers that the activity in questions will have to be cancelled if an acceptable level of financial contributions is not forthcoming.
2. Parents/carers will then indicate on a reply slip if they wish their child to participate and return the slip with their contribution.
3. In the event of a cancellations, all contributions will be returned in full and parents/carers notified in writing.

Remissions

Where the parents/carers of a pupil are receiving income support or family credit, the governing board, through the school, will remit in full the cost of board and lodging for any residential activity deemed to take place within the school hours.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which charges are made. Parents/carers will be invited to apply in confidence for the remissions of charges in part or in full. Such applications will be approved by the Executive Head Teacher.

Approved by F&R Committee	May 2021
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