



SWANSHURST SCHOOL

CHARGING AND REMISSIONS POLICY 2023

Implementation date:		September 2021	
Last review date:		November 2023	
Next Review date:		November 2025	
Date	Version	Reason for change	Source
09.11.23	V1.1	Annual Review	Ms L Percival

Rationale

The Governing Body of Swanshurst School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Context

Under the terms of the Education Reform Act 1996 the Governing Body is required to formulate and publish its policy on charging. The essence of this policy is that, whilst the School will recover all legitimate costs as far as possible, no student shall be deprived of the opportunity to take part in the programme offered by the School as the result of non-payment of a voluntary contribution.

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/carers, pupils and the School and;
- Which acknowledges the cost of such activities to the School's budget.

Charging Policy

- 1 A charge will be made for all board and lodging costs on residential visits, except where students are entitled by law to remission of such charges.
- 2 A charge will be made for activities, wholly or mainly outside school hours, which are not part of:
 - a) the National Curriculum, or
 - b) statutory religious education, or
 - c) preparation for a prescribed public examination.
- 3 No charge will be made for examination entries provided that:
 - a) the examination follows a course of study in the academic year in which the examination is taken, and
 - b) the student has completed satisfactorily the requirements of the examination, and has attended for the examination at the designated time and place.
- 4 No charges will be made in respect of any of the courses of study offered by the School as part of its curriculum, except where parents have indicated in advance their willingness to purchase a product arising from a course.

5 Parents/guardians will be asked to make contributions on a voluntary basis for certain school activities, both in or out of school time, where compulsory charges cannot be made. This will assist the School in its aim of providing as wide a range of educational opportunities as possible.

A charge will be made to contribute towards the cost of peripatetic music tuition where the tuition is provided at the request of the parents/carers.

6 The School will seek to recover the full cost of damage to, or loss of, school property whether caused wilfully or by the negligence of students.

7 The Head Teacher will decide, for any activity, the proportion of costs to be charged to public or other funds.

8 Wherever a charge is made or a voluntary contribution requested, the amount asked for will not exceed the full true cost of the activity, product or service.

9 Any individual problem arising from the implementation of this policy will be resolved by the Head Teacher and the Chair of Governors, and reported to the next meeting of the Finance and Staffing Committee.

Remissions Policy

1 There will be no obligation for any parent/carer to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents/carers have made a contribution.

2 The Governing Body may wish to remit in full or in part the cost of other activities for particular groups in case of family hardship. The Head Teacher, on behalf of the Governing Body, will be responsible for authorising any such remission.

Conclusion

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions but, once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.