



Policy: Charging and Remissions Policy

Date: September 2019

Review date: September 2020

Authorised by: Governing Body

Updated by: Finance and Resources Committee

Introduction

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements. There are, however, many valuable educational activities which the school cannot provide without the financial support of parents.

Senior Leaders reserve the right to cancel any trip and refund contributions made if insufficient voluntary contributions (usually less than 90%) have been received. A letter will be issued to parents advising them of the likelihood of the visit being cancelled due to lack of voluntary contributions. If after issuance of a letter, further contributions are not received within a stipulated time then a decision will be made by the SMT at that time. For day visits, an assessment will be made two weeks prior to the visit taking place. For extended visits, a decision will be made to coincide with any financial commitment the school has with third parties. This will be referred to the Governors in order to make a final decision.

1. Day Visits

For visits occurring during school time, the school will invite a voluntary contribution from parents to meet the costs. For visits outside school time, parents will be charged for all *allowable costs*. *Charges *may* be waived or reduced for pupils whose parents make application to the head teacher.

2. Residential Visits during School Time

The school will invite voluntary contributions from parents to meet costs other than pupils' board and lodgings. Parents will be charged for the full cost of pupils' board and lodgings. No charge for pupils' board and lodgings will be made for pupils whose parents are receiving Income Support or Family Credit. *Charges *may* be waived or reduced for other pupils whose parents make application to the head teacher.

3. Residential Visits Outside School Time

Parents will be charged for the full cost of the visit, including all *allowable costs** and board and lodging. Charges *may* be waived or reduced for other pupils whose parents make application to the head teacher.

*allowable costs include:

1. The pupil's travel and subsistence costs
2. Materials, books, instruments and other equipment
3. Non-teaching staff
4. Costs of teaching staff where separately engaged under a contract for services for the visit or activity
5. Entrance fees to museums, castles, theatres, etc
6. Insurance costs

4. Classroom Materials

No charges will be made for materials or equipment. Nevertheless, for certain practical activities parents may be invited to provide materials on a voluntary basis.

In the case where parents wish to possess the finished product, the school reserves the right to charge the cost of, or require the supply of, the necessary materials.