



## Charging and Remissions Policy

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

**Governor's Committee Responsibility:**

**Resources**

**Date Approved:**

**Autumn 2021**

**Review Period:**

**3 yearly**

**Next Review Date:**

**Autumn 2024**

## **The Limpsfield Grange Values:**

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2021

## **Limpsfield Grange School**

### **Charging and Remissions Policy**

#### **Aims of the policy**

Limpsfield Grange School aims to value each student as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

#### **Day Trips**

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.

Where the trip occurs during the school day, parents and carers will be asked for a voluntary contribution to cover the cost of their child's participation.

Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.

Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where a student may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall could be met from the school fund in line with the school's Hardship Policy.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual students who would be unable to participate because of financial hardship.

Students will be treated equally regardless of the amount of voluntary contribution made by their parents or carers.

#### **Experiences offered in school**

Each teacher is responsible for providing enhanced learning experiences within school.

The cost of providing these experiences is to be met by a voluntary contribution sought from parents or carers of students who will benefit. The school will subsidise where possible from the delegated budget or the school fund.

It is not expected that there will be any profit made.

Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.

No child is to be prevented from participating because a voluntary contribution has not been received but parents or carers will be encouraged to pay.

Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

Students will be treated equally regardless of the amount of voluntary contribution made by their parents or carers.

### **Residential Activities**

Parents and carers are asked to provide pocket money to support residential activities provided in the Residential Provision outside of the school day.

Students whose parents or carers do not provide pocket money will be unable to take part in the activities; these will not be supported by either the delegated budget or the school fund.

### **Off- site Residential Trips**

Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual students who would be unable to participate because of financial hardship.

Students will be treated equally regardless of the payment made by their parents or carers.

### **Extended day provision**

Parents and carers will be charged for the cost of extended day provision that is outside school hours.

### **Examination Fees**

The school will pass the costs on to parents and carers for:

- The cost of entering a student for public examination, not included in the school offer, and for preparing the student for such an examination outside school hours.
- Examination entry fees where the student has not been prepared at the school for the examination.
- Re-sits of prescribed public examinations when no further preparation has been provided by the school.

### **Breakages and damage**

Where a student's behaviour results in damage to school property, or equipment, parents and carers may be asked to pay for the necessary repair or replacement. Each incident will be dealt with on its own merit and at the schools discretion.

### **Related Policies and Links**

Hardship Fund Policy

School Fund Policy

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

### **Status of Policy and Review**

The content and operation of this policy is reviewed as and when deemed necessary by the School Business Manager, the Headteacher and Governing Body.

### **Review**

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated

---

---

---

---