



# CHARGING & REMISSIONS POLICY

Last reviewed	October 2022
Reviewed by	The Board of Trustees of Cleves School's Resources Committee
Review cycle	Every 2 Years
Next review date	Autumn Term 2024

## **Statement of Policy**

Cleves School aims to value each pupil 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.

We could not do this without the financial support of parents.

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - Part of the National Curriculum.
  - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - Part of religious education.  
(Note: This could include before and after school clubs run by the school).
  - Board and lodgings on residential visits (subject to remission arrangements).
  - Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
  - Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

### **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 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.

No child will be prevented from participating in an outing because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **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. No child will be prevented from participating in an outing because of financial hardship.

Children will be treated equally regardless of the payment made by their parents.

### **Other activities and voluntary contributions**

The contribution is voluntary, therefore if a parent is unable or unwilling to pay they do not have to and the child is not excluded. However if we did not receive enough voluntary contributions we would cancel the event or not provide the provision. An event supported by voluntary contribution can be in or out of school hours.

Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day. Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Remissions Policy:**

There will be no charge for board and lodgings for pupils who are entitled to Free School Meals.

Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

This policy has been written in accordance with DfE guidelines.