



Learning Through Discovery

Ickburgh School

## Charging Remissions Policy

### Version Control

Version	Date	Page Number	Section	Amendment
V1	16.09.2019	2 and 3	Concessions, Hire of Premises and Private Fees	Paragraphs added to policy
V2	05.07.2022	2	Aims and Definitions	Paragraphs added
			School Meals	Change to price
		3	Remissions	Paragraph added
V3	04.02.2025			No changes to policy
V4	14.10.2025			No changes to policy

## **Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## **Definitions**

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## **Admissions**

There is no charge for admissions

## **School Meals**

There is no charge for children who are entitled to free school meals or infant school meals.

Pupils who are not entitled, will be charged at the rate of **£2.50** per day, this amount is decided by the governing body, who review this **annually**.

## **Public Examinations**

No charge is made for entering pupils for public examinations, as set out in regulations.

Charges will not be made for any cost associated with preparing a pupil for an assessment or examination.

## **Day Trips**

Voluntary contributions will not be requested towards the cost of day trips (for transport and entry costs) where the trip is part of the school curriculum. Pupils who are entitled to a free school meal should be provided with a school packed meal if they wish.

## **Residential Trips**

The school is permitted to charge for the cost of residential trips. This cost must not exceed the actual cost of the provision but can include:

Travel costs

Board and lodging (accommodation)

Materials books or equipment

Non-teaching staff costs

Entrance fees

Insurance costs

Cost of engaging a responsible individual specifically for the activity

## **Remissions**

In some circumstances, the Ickburgh School may not charge for some items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits may be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

### **Damage to Property and Breakages**

Where the property or equipment belongs to a third party, and the school has been charged, the school may charge some or all of the cost to those responsible

### **Damage to Property and Breakages (continued)**

Whether or not these charges will be made is decided by the Headteacher and will depend on the situation.

### **Hire of Premises**

The school may let its premises, as part of its community engagement programme. However, a separate lettings policy is agreed by the Governing Body, along with charges, terms and conditions.

### **Voluntary Contributions**

The Governing body of the school may ask parents/carers for a voluntary contribution towards the cost of:

- Any activity which takes place in or out of schools core hours
- School equipment
- School funds generally

The contribution is totally voluntary, and parents/carers who are unable to contribute will not be discriminated against

In any case where any activity that cannot be afforded without voluntary contribution, (this will be made clear to the parents/carers by the school) and enough contributions have not been raised, the

activity will be cancelled, and all monies paid by contributors will be returned.

### **Inability or Unwillingness to pay**

Ickburgh School is committed to ensuring fair access and treatment for all pupils/students.

This means we ensure no child is excluded from an activity because their parent/carer is unable or unwilling to pay. If there is insufficient funding for an activity, it will be cancelled.

### **Private Fees**

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information as well as photocopying charges and postage

Policy written by: Barbara Fincham

Designation: School Business Manager

Date: 14<sup>th</sup> October 2025

Approved by Committee: Finance, Personnel and Premises Committee

Chair of Committee: Jo Clare

Signature: .....

Date: 21<sup>st</sup> October 2025