



Charging Remissions Policy

Version Control

Version	Date	Page Number	Section	Amendment
	16.09.2019	2	Concessions	Paragraph added to policy
	16.09.2019	3	Hire of Premises	Paragraph added to policy
	16.09.2019	3	Private Fees	Paragraph added to policy

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 **£1.45p** 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 should 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 schoolpacked meal if they wish.

Where a trip takes place outside the school day and does not form part of the curriculum, the school can make a charge for transport or other costs.

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

At Ickburgh School residential trips are only offered to pupils/students from year 11, in such cases, the school may be able to offer limited support to parents/carers who may have difficulty meeting the cost of the trip through the bursary grants.

Concessions

The school may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

Damage to Property and Breakages

Where school property or equipment has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost or repair or replacement

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 hire 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 Reviewed by: Barbara Fincham

Designation: School Business Manager

Date: 9th March 2021

Approved by Committee: Finance, Personnel and Premises Committee

Chair of Committee: Pat Corrigan

Signature: 

Date: 9th March 2021

Policy to be reviewed annually.