



# CHARGING AND REMISSION POLICY

**Created:** September 2012

**Developed by:** Joanne Ainley

**Approved by:** Finance Committee

**Responsible Governor:** Geoff Kernan

**Next review due:** Annual

Review	Date of Approval	Version Approved	Approved by	Comments and amendments
September 2018	2 <sup>nd</sup> October 2018 – 7 <sup>th</sup> December 2021		P Rock M Kent	
September 2022	12 <sup>th</sup> July 2022		Finance Committee	JA – no amendment
June 2023	11 <sup>th</sup> July 2023		Finance Committee	JA – no amendment
July 2024	2 <sup>nd</sup> July 2024		Finance committee	JA – no amendment
July 2025	8 <sup>th</sup> July 2025		Finance committee	Headteacher to Head of School

## **Rationale**

This Charging and Remission Policy informs staff and parents about charging for school activities and makes a clear distinction between delegated budget income and school fund income as laid down in the Kirklees LMS Finance Manual and Section 13 of the LMS Financial Regulations.

## **Purposes**

This policy conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'. The governing body recognise the valuable contribution that a wide range of additional activities make towards students' education including visits, clubs and residential experiences and aims to promote these activities as part of a broad and balanced curriculum and as optional activities.

## **Guidelines**

- The school will not charge for books, materials, equipment and instruction in connection with the national curriculum or statutory religious education taught at school, except where parents have indicated in advance their wish to purchase the product. This does not include clothing.
- The school will not charge for students learning a musical instrument if the tuition is required as part of the national curriculum.
- The school may charge for school-time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. Children or parents who do not contribute will not be treated differently from those who do make contributions.
- The school will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- The school may charge for board and lodgings on residential courses, Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head of School.
- The school may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity
- The school may charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the national curriculum
- Parents are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children. The school may waive liability if the loss or damage was clearly an accident
- Any letting charges levied are devolved to the PPP Provider
- Single copies of information such as the school prospectus and policies are provided free upon request. A charge may be levied on requests for information obtained under the freedom of information act.

## **Conclusion**

This Policy is to be reviewed on an annual basis by the Finance Committee