



## Charging and Remissions Policy

Approved and Adopted

Policy Author:	Finance Manager
Approved by:	Full Governing Body
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## **Charging and Remissions Policy**

### **Rationale**

The Education Act recognises the principle of free school education whilst enabling charges to be made for certain activities.

### **Purpose**

To inform all concerned of the Governing Body's decision as to those activities towards which parents may be asked to contribute.

### **Guidelines**

1. Cranbourne's general policy will always be to support families in difficult economic circumstances where possible. No compulsory charge should be made for any activity which occurs mainly in school hours, nor for any essential materials or equipment used during school hours, with the exception of peripatetic music lessons.
2. Parents may be asked to make voluntary payment for educational activities or visits during school hours or materials where, in the latter case, they have indicated in advance a wish to own the finished product.
3. No student will be excluded from an activity at Cranbourne on the grounds that the parents will not pay. It may however, be stated to parents that a prerequisite for the activity is that there are sufficient funds available from parents.
4. Parents will be asked to pay for the residential costs of off-site activities and will be asked to make voluntary contributions to cover other costs such as travel, tuition and teacher cover costs. Requests may be made in special circumstances by a student's tutor to the Senior Leadership Team for financial support for residential off-site activities. Parents in receipt of certain benefits may apply to the Headteacher for a full remission of fees. A complete list of qualifying benefits can be found at [www.hants.gov.uk/hc3s/freeschoolmeals.htm](http://www.hants.gov.uk/hc3s/freeschoolmeals.htm). These benefits are consistent with those that provide eligibility to Free School Meals.
5. Parents will be asked to pay public examination fees where students fail, without good reason, to complete the examination requirements, such as coursework or sitting the examination.
6. Parents will be asked to pay for, or towards, the cost of making good damage to the school's property, such as a broken window, a defaced book or a replacement of school planners, where this is the result of the child's poor behaviour.
7. In the case of all trips at Cranbourne initial deposits are non-refundable. In the event that this money is left over at the end of a trip it may then be refunded.

8. If trips are booked and families fall behind with their payments because of economic circumstances then individual cases may be considered by the Headteacher for subsidies. The general policy at Cranbourne will always be to support families in difficult economic circumstances where possible.

9. Sometimes non-residential activities may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge can be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours.)

10. The school may charge for activities outside of school hours, which are not part of the national curriculum, or RS, or part of an exam syllabus. Parents who struggle to meet the costs of such activities may apply to the Headteacher for financial assistance.

### **Monitoring, Evaluation and Review**

The Finance Manager/Business Manager will report to the Full Governing Body annually (in the summer term) on the following:

- gross and net costs (after parental contributions) of Music Tuition;
- number of students in receipt of remission of fees and the net cost to the budget.