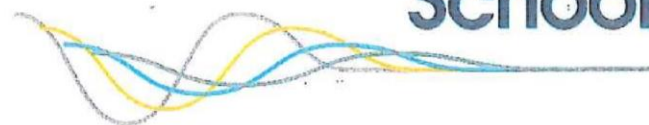




Transforming lives and inspiring futures

**Keyham  
Lodge  
School**



Working together to inspire and achieve

## **Keyham Lodge and Millgate School Federation**

### **Charging and Remissions Policy**

Policy presented to Governors:

Date: 07 December 2017

Agreed and accepted:

Date: 07 December 2017

Signed: P Bates

## CHARGING AND REMISSIONS POLICY

*Date Written:* 3 March 2011

*Reviewed:* 27 November 2015  
16 November 2016  
07 December 2017

*Review Date:* December 2018

*Agreed by Governors:* 7 December 2017

*Dissemination:* Share Point

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

### **Definition**

The school day is defined as 8.30am – 3.00pm. The midday break does not form part of the school day.

### **Responsibilities**

The Executive Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually

### **Policy statement**

In accordance with the Education Reform Act of 1988 and sections 449-462 of the Education Act, 1996 no charges are made for any books, materials, equipment or apparatus used during school hours.

Voluntary contributions may be sought for activities during the school day which entail additional costs such as school trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

### **Optional activities outside of the school day**

No charge will be made for extended day activities, they are inclusive for all students.

### **School Meals**

All students are offered breakfast, healthy snacks, a school lunch and evening meal if they are they access an appropriate afterschool activity. No charge will be made for school meals for any students.

### **Damage/ Loss to property**

- A charge will be made in respect of wilful damage, neglect or loos of School property to include premises, furniture, equipment, books or materials. The charge will be the full cost or repair or replacement or a lower cost such as the School lead may decide.

- A charge will be made in respect of wilful damage, neglect or loss of School property to include premises, furniture, equipment, books or materials belonging to a third party where the cost has been recharged to the Federation. The charge will be the full cost or repair or replacement or a lower cost such as the School lead may decide.

### **Residential Visits**

Some residential trips may be free to students if they are part of the school incentives scheme and paid for by merits earned.

Voluntary contributions may be requested for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

### **Educational Day Visits**

No charge will be made in respect of day visits that take place to include curriculum enrichment trips.

### **Incentive Visits**

Students will purchase incentive trips using their merits earned in school.

### **Minibus**

Travel in the school mini-bus is free.

### **Music tuition**

No charge will be made for music tuition

### **Materials and textbooks**

No charge will be made for any materials, ingredients or textbooks

### **Examinations**

No charge will be made for examinations, to include resits.

### **Calculating charges**

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.