

*You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. Matthew 5:14-15*

Edwinstree Middle School  
A Voluntary Controlled Church of England School



## **Charging & Remissions Policy**

**Adopted:** Feb 25

**Review:** Feb 26

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## **CHARGING AND REMISSIONS POLICY**

Edwinstree's charging provisions are as set out in The Education Act 1996:

### **1. AIMS:**

- To maintain the right to free school education in an inclusive and caring learning environment underpinned by our Christian values.
- To establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents or guardians ability or willingness to help meet the cost
- To charge for optional activities provided wholly or mainly out of school hours, while emphasising that there is no statutory requirement to charge for any form of education or related activity
- To confirm the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours
- To promote good community relationships by allowing local organisations to use specific facilities for a nominal charge.

### **2. PRINCIPLES:**

Edwinstree will charge for the following areas of activity (as permitted by the Education Act 1996):

- Board and lodgings on residential visits except where parents/guardians are in receipt of :
  - Income Support
  - Income-based Jobseekers Allowance
  - Working Families Tax Credit
  - Disabled Person's Tax Credit
- Costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus or is required by the National Curriculum
- Optional extra activities which take place wholly or mainly outside school hours, but are not part of the syllabus or relating to the National Curriculum, participation in any such activities to be on the basis of parental choice and willingness to meet such charges as are made
- The cost in cash or in kind of ingredients and materials needed for practical subjects such as Technology where the finished article becomes the child's property
- Parents of Year 5 and 6 pupils will be requested to make a contribution towards swimming lessons, this being to cover the cost of a trained swimming instructor
- Where damage has been caused by the deliberate or careless act of a pupil, an invitation to contribute towards the cost of repairing/replacing damage or loss

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### **3. PROCEDURES**

#### **Educational Visits and Journeys**

All monies and contributions for journeys and visits will be charged, taken and noted as set out in the Financial Handbook for Schools Part IV: Guidance – Section 11 Appendix B

#### **Voluntary Contributions**

The Governing Body may ask parents for voluntary contributions towards the cost of:

- Any activity which takes place during school hours including non-curriculum activities
- School equipment
- School funds generally

The contribution must be genuinely voluntary and the pupils of parents/guardians who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it will be cancelled.

#### **Transportation costs**

All pupils travelling by minibus to an activity will not be charged. However, if coaches are hired, parental contributions will be sought as stated in the above section – Voluntary Contributions.