



STANBRIDGE LOWER SCHOOL

Policy on Charges and Remission of Charges

For

School Activities

Reviewed Sept 17

**1. INTRODUCTION/RATIONALE**

1.1 The Governing Body of Stanbridge Lower School is required to determine a policy for making charges for school activities as determined by the Education Reform Act. This Charging Policy is therefore a legal requirement which includes the Remissions Policy on the remission of charges alluded to in the same document.

**2. IMPLEMENTATION**

2.1 The above named Act confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours. However, parents will be asked to make a voluntary contribution where additional costs have been incurred as in the case of a planned education journey.

2.2 At Stanbridge payment for educational journeys covers the cost of the trip and never makes a profit.

2.3 The voluntary contribution made by parents may be used for the hire of a coach, entrance fees to museums, castles, theatres etc. Also occasionally parking fees for the coach or the hire of a room where such accommodation is necessary for the children to eat their lunch in.

**3. REMISSIONS**

3.1. Stanbridge Lower is aware that for some parents the cost of any school activity may be prohibitive, especially for parents who are in receipt of Family Income Support. Section 110 of the Act requires that the children of these parents may not be charged.

3.2 The Governing Body are cautious of causing offence, so with this in mind, although all children will take home a letter announcing a school trip, we aim to include a line stating that any parent having financial concerns about any such trip should come into the school office where arrangements will be made to ensure the child is able to go. In some instances the parent concerned will be asked to make a small donation and the school budget will subsidise the rest.

**4. VOLUNTARY CONTRIBUTIONS**

4.1 The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of our school in support of any extra curricular school activity.

4.2 In making a request or invitation for voluntary contributions it will be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution.

## **5. OUT OF SCHOOL HOURS ACTIVITIES**

5.1 None of the provisions in this policy will apply in those instances where a third party levies a charge direct on parents in return for services provided in accordance with the terms of 118(4) of the Act.

5.2 Out of school hours voluntary clubs, which are offered for the children to enroll in are charged for as specified by Section 107 of the Act.

5.3 The cost of membership of these clubs is determined on the basis of the cost to each individual pupil participating in the activity. The amount of any charge shall be payable by the parents of the pupil concerned where participation in this optional extra must be subject to parental agreement.

## **6. REVIEW PROCEDURES**

6.1 The school's policy will be reviewed when:

- 2 years have elapsed.
- There is a significant change in the law.

**Governing Body  
September 2017**

**This policy has been read, discussed and its implementation agreed by teaching and support staff.**

This policy was ratified by the full governing body.

Date of Meeting: .....

Signed ..... Chair of Governors.