



Charging and Remissions Policy

Reviewed: May 2025

Next Review: May 2026

INTRODUCTION

This is a statement of Shaw School's policy as regards charging for school activities and the circumstances in which those charges will be remitted. It is issued by the Governors of the School in accordance with Section 449-462 of the Education Act 1996.

CHARGING

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:

SCHOOL MEALS

The charge for a school meal will be set annually by the Governing Body following consideration of the catering costs, as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable; parents/carers are expected to make advance payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by text and then with a follow up telephone call.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

RESIDENTIAL ACTIVITIES IN SCHOOL HOURS

The board and lodging element of approved residential activities deemed to take place in school hours.

ACTIVITIES OUTSIDE SCHOOL HOURS

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

MATERIALS AND INGREDIENTS FOR DT, SCIENCE, ART/CRAFT

The Governing Body reserves the right to charge for these ingredients and materials or to require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the school from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the provision of an activity will depend upon receipt of voluntary contributions, but once it has been decided to run such an activity no child will be excluded on the grounds that their parents have declined to make a voluntary contribution.

EDUCATIONAL TRIPS

Educational trips should be non-profit making. Should a trip be profit making, the surplus will be returned to pupils if the amount is above £15 per pupil, or if the surplus is below this amount per pupil, it will be allocated to the Educational Trips cost centre within the budget.

OTHER AREAS

Charges May apply for:

- Books and materials belonging to the academy that a pupil has lost
- Books and materials that a parent wishes a pupil to keep after having been advised of the cost
- Property damage – each individual case to be decided upon by the Headteacher and may include:
 - *full repair costs incurred as a result of wilful or reckless damage to academy property by a pupil or*
 - *parent/carer*
 - *full recovery of costs incurred by the academy as a result of damage caused by a pupil to third party*

No charge applies:

- For activities taking place during school hours except any of those listed above
- For transport during school hours for school-organised activities except for educational visits as detailed above
- For activities outside school hours that are part of the set curriculum including sports matches against other academies / schools.
- For basic religious education syllabus
- For admissions.

DBS CHECKS

- The academy will cover the cost of DBS checks for all employed staff.
- The academy will cover the cost of DBS checks for volunteers.

REFUNDS POLICY

In the event of the provision of a paid for service being cancelled, such as school meals or breakfast/after-school club or an educational visit being cancelled, where payment has already been received from parents/carers, refunds will be made. Where a non-returnable deposit has been paid to an external provider, the school will not cover any refunds.

Should a trip be profit making, the surplus will be returned to pupils if the amount is above £10 per pupil, or if the surplus is below this amount per pupil, it will be allocated to the educational trips cost centre within the budget.

Parents/Guardians must be notified of the procedure that will be followed in order to issue refunds.

REMISSIONS

Charges may be remitted in any case where the Headteacher (having regard to a child's family circumstances) consider the child to be in special need.

The remission of charges will be handled in confidence.