



**Severn Valley School**

# **CHARGING & REMISSIONS POLICY**

Date Approved: January 2022

Date of Review: January 2023

**MONITORING, REVIEW & EVALUATION**  
Headteacher

## **Charging & Remissions Policy – please read in conjunction with the Finance Policy**

The Management Committee recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education and experiences. The Management Committee aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional activities where appropriate.

The Management Committee will not charge in all circumstances but reserves the right to make a charge for the following activities organised by the school:

- **lettings**
- **school visits in school hours** (which will be costed by the teacher organiser, who will also take into account any students in financial difficulty)

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

The cost of meals, refreshments and entrance fees

A voluntary contribution towards the cost of travel

- **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours, or a contribution towards such costs.

- **music tuition**
- **exam fees**
- **private photocopying**
- **private telephone calls**
- **School Property**

The Management Committee reserve the right to charge parents for non-accidental damage to, or loss of, school property.

### **General**

The Management Committee may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Management Committee from inviting parents to make a Voluntary Contribution

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towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

The charging policy will be reviewed annually by the Management Committee. Charges levied by the school will be in line with this policy.

The following standard paragraph is appropriate for inclusion in letters to parents regarding such activities when we wish to make a charge:

*It would not be possible for the school to meet the costs of transport and admission without using funds required for our basic educational needs such as books and other classroom materials. Before we decide whether or not to make definite arrangements, we shall need to know how many parents would be prepared to make a voluntary contribution of £\*\*\*\* for the cost of this visit. I must stress that any financial contribution would be entirely voluntary and that your child would not be denied a place on the visit just because you declined to make a voluntary payment. However, the school will not proceed with the visit unless it is clear that there will be enough voluntary contributions for it to be financed.*

If this full text is not included in letters, staff must ensure that parents have a clear understanding that any payments made in these circumstances are voluntary contributions.

Monies collected from parents for activities should be recorded in the office and banked at the earliest opportunity. No school monies should be retained in the classroom or in the personal possession of staff.

Where monies are used during an activity day or days, it is the responsibility of the lead teacher to ensure that receipts are retained and notes kept of all transactions.

At the end of the activity these should be returned to the school office together with either a properly authorised petty cash claim form or an expenses claim form, if the value is more than £50.

### **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Management Committee may consider remitting the full cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Management Committee may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When a chargeable activity is arranged, such parents will be invited in confidence for the remission of charges in full or in part.

Authorisation for such remission will be made by the Head teacher.