

# Charging and Remissions Policy

Greenside School



**Greenside School**  
Learning Achieving Together

<b>Approved by:</b>	Resources Committee	<b>Date:</b> Feb 2024
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## 1. Introduction and Aims

This document sets out the information for parents on the circumstances where the school would charge for activities, whether these are within school hours or out of school hours. It also provides information on activities where no charge is made.

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

It should be noted that Greenside is a Special school, which often offers a different curriculum and T&L than mainstream settings.

## 3. Definitions

Charge: a fee payable for specifically defined activities and reasons

Remission: the cancellation of a charge which would normally be payable

## **4. Roles and responsibilities**

### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

### **4.2 Headteachers**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents/carers**

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **5. Where charges can be made**

At Greenside parts of offer would not be possible without parent contribution. All of the following charges are felt to be in relation to charges seen in other school settings:

### **5.1 Aquatherms**

Learners that use our pool onsite are expected to bring in appropriate swimming clothes. But we do offer a service to supply aquatherms if needed on request.

### **5.2 Meals**

At Greenside we offer school lunches to all. For those under USM/FSM provision this is covered by the school. If a school lunch is offered (outside of USM/FSM) a cost is shared with parents via Arbor. This includes for classes that cook their lunches, have lunch in the community or at Barnwell school.

### **5.3 Swimming**

Our onsite pool is supported by the school, this is a important part of our offer. Swimming although important is not pat of many schools provision. To balance this cost, swimmers that attend external pools (more able swimmers) have a cost passed onto parents via parents.

### **5.4 Snacks**

Snacks during the school day are important to some learners. The school offers a 'snack service', which parents voluntary contribute to. Parents choosing not to 'opt in' can supply snack for their child, if necessary.

## **5.5 Trips**

Many trips and offsite opportunities are part of our school curriculum. On occasion a 'trip' outside of the, everyday, can be arranged. This can require a cost passed to parents. Those learners with Pupil Premium benefit will have costs for these trips paid by the school.

## **5.6 Extended day services**

Any services, such as after school clubs offered to learners will be charged.

## **5.7 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **5.8 Uniform**

Greenside does not enforce a uniform policy. However, in order to support parents and pupils the school sells blue: sweatshirts, polo shirts, tee shirts, summer dresses, fleeces and book bags, each with the school logo.

## **6. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 5 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

In most cases remissions are for those children who are Free School Meals.

### **6.1 Breakages**

The school will meet the cost of breakages caused by a learner and will seek to work in partnership with parents and carers to support emotional and sensory issues which may have contributed to such incidents.

### **6.2 Post 16 Bursary**

Greenside plays a role in supporting parents/carers in applying for 'Post 16-19 Bursary Fund' – details of eligibility can be found (<https://www.gov.uk/1619-bursary-fund/eligibility>). This can be used for clothing, books and other equipment or for a contribution to transport costs. A letter is sent to all learners parents/carers who are aged 16-19 each year.

## **7. Policy Review**

This policy will be reviewed every year, as per statutory guidance.