

Policy: Charging and Remissions Policy

Approval: Headteacher

Date: June 2025

Next review: Summer 2026

Revision History

Date	Version	Changes made	Approved by
19.06.25	6	Section 4.5 a) & b) and Minor grammatical changes	Mr S Jefferies



**CHELTENHAM
BOURNSIDE
SCHOOL**

Policies

1. Purpose

To make clear to parents/carers which charges they may be expected to pay for items and activities.

2. Principles

No charge will be made for any education provided to fulfil statutory duties relating to the National Curriculum or other compulsory programmes of study or prescribed public examinations, except for the following items:

1. No charge is normally made for books (except on occasion revision guides – not mandatory), materials or equipment used in lessons.
2. Parents/carers may be asked each year to make voluntary contributions to the School. Any money raised through this process may be used on capital projects in the school.
3. Free school meals are available to those who are eligible, through an application and approval by the local authority.
4. Students may be asked to provide or pay for materials or ingredients for certain practical subjects such as food technology, where the end product is brought home.
5. For some school trips:
 - a. Parents/carers will be invited to pay the cost of trips and visits that take place wholly or mainly during the school day and which are required as part of the curriculum or other compulsory programmes of study or prescribed public examinations. No student will be excluded from an essential curriculum visit/trip if parents/carers are unable to make this payment for such trips. In these circumstances, parents/carers are invited to contact the school in confidence. The ability of the school to subsidise visits is limited however, and in some cases this may mean that the trip cannot take place. For residential trips that take place mainly during school hours, parents/carers will be expected to pay for board and lodging.
 - b. Parents/carers will be charged for the full cost, including any board or lodging, of 'optional extras', when an activity falls wholly or mainly outside school hours and does not form part of the requirements of the curriculum or other compulsory programmes of study or prescribed public examinations.
 - c. In the event that the final cost of a trip is less than the amount initially charged, a refund will be given to parents when the difference is equal to or exceeds £10 per student. If the amount is less than £10 per student, the surplus funds will be retained by the school.
 - d. Any surplus funds remaining after the visit will be retained within that trip budget and can be carried forward according to the carry forward limits detailed in the school's finance policy (Section 7). Any amount exceeding this limit will be recognised as school income.
 - e. The initial letter to parents/carers will make clear the implications for monies already paid if a student withdraws from a trip.
 - f. A student may be withdrawn from a trip by the school for the following reasons:

- a. The student's behaviour indicates that they may present a risk to health and safety or the maintenance of good order on the trip
- b. The student has, without good reason, had high levels of absence from school since being allocated a place on the trip.

In these circumstances any payments made may not be reimbursed.

6. The school will pay entrance fees for approved examinations when the school has prepared the students for that examination during that academic year. This is provided that students attend school regularly and coursework is completed. The school may invoice parents/carers for the examination fee if a student does not attend an examination or fails to complete the examination requirements without good cause. Parents/carers will be expected to pay the cost of any enquiry service into public examination results of individual students. Parents/carers will be expected to pay for re-sits of externally accredited examinations.
7. Parents/carers will be expected to pay for transport direct from home to activities arranged or sanctioned by the school as an alternative to attendance at school e.g. work experience.
8. Parents/carers will be expected to reimburse the school for loss of, or damage to school property, books, equipment or other resources for which their child is responsible. The school advises, however, that parents/carers ensure that where possible the cost is borne by the child.

Monitoring Arrangements and Complaints concerning this policy

- 9.1 This policy will be reviewed every three years but can be revised as needed.
- 9.2 Complaints concerning this policy (including those associated with the application of the policy to those with protected characteristics) should be addressed to the Headteacher.

Annex 1

Policy questions

There are four key Equality and Diversity questions that must be addressed prior to releasing school policies; these are as follows:

1. Can we demonstrate that the effects of this policy on pupils and employees with protected characteristics has been assessed?

The policy is equally applicable to employees with protected characteristics – see section 5 a

2. Does this policy make it clear how complaints about this policy in relation to protected characteristics can be raised?

Yes – see paragraph 9.2

3. Have we considered what adjustments would be needed to minimise any negative effects on those with protected characteristics?

No adjustments would be required for the application of this policy to those with protected characteristics.

4. If the policy is likely to impact those with protected characteristics, have we sought their views before approving this policy?

This policy is not likely to impact those with protected characteristics more than those without.