



Charging and Remissions

Review Period: Annual

Status: Statutory

Next review date: Spring 2024

This document sets out the charging and remissions policy of Sunnydown School. 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](#).

Aims

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 whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Definitions

- Charge - a fee payable for specifically defined activities.
- Remission - the cancellation of a charge which would normally be payable.

Roles & Responsibilities

1. The Governing Body:

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

2. Headteacher:

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

3. Staff:

Staff are responsible for implementing the policy consistently and notifying the headteacher of any specific circumstances which 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. Parents:

Parents are expected to notify staff or the headteacher of any concerns or queries regarding this policy.

Charges:

• *Admissions*

No charge shall be made for admission to the School.

• *Education During School Hours*

No charge shall be made to parents or pupils for education provided that the education takes place wholly or mainly during school hours.

Where there is a cost to a visit or activity during school hours, parents may be asked for a voluntary contribution towards this. Children will not be excluded from the visit if their parents are unwilling or unable to pay.

When places are limited for an activity which is taking place wholly or mainly within school hours, the selection of pupils shall not be based on the willingness or ability of pupils' parents to make a voluntary contribution towards the cost.

On an annual basis, a summary of charges will be sent to families. In addition, a breakdown of School Dinner Money will be sent.

- ***Incidental Charges***

The School will ask parents to send in a voluntary contribution to the School Fund of £10 per half term (£60/year) to help cover the cost of consumables (e.g. Sports Day prizes) and any incidental costs incurred when pupils are on educational visits or other activities outside school. Parents are also asked to send in a voluntary contribution towards the consumables for Food Tech of £20/term.

- ***Educational visits wholly or mainly outside school hours***

Visits or additional activities out of school hours are undertaken by staff on a voluntary basis.

These activities will relate to the overall curriculum and may reflect more than one subject area. There is no guaranteed provision in the budget for these activities. Pupils may be charged for these activities with their actual cost being divided by the number of pupils wishing to participate. Parents will also be advised of the staff costs necessary to provide supervision for the activity and asked to pay these as a voluntary contribution. It will be made clear to parents that, unless enough voluntary contributions are forthcoming, the activity will not be able to take place. In this event, the School may seek other sources of funding.

- ***Residential Visits***

These may be used to extend the School Curriculum and individual learning programmes. Staff undertake these visits on a voluntary basis.

Parents will be expected to pay all board and lodging charges connected with any residential visit organised by the School except in the case of those pupils whose parents feel unable to make the contribution. This entitlement will be made clear to relevant families when the visit is first suggested. These charges will relate only to the board and lodging for the parents' own child and will not include a subsidy for any other pupil or activity. Parents will also be advised of the total cost of the School trip and invited to make a contribution towards it. It will be made clear to parents at this stage that, unless sufficient voluntary contributions are received, the activity will not take place. These visits will therefore be presented initially as proposed projects until a decision as to their viability can be reached. In this event, the School may also seek other sources of funding.

- ***Use of School Fund***

Contributions will be drawn on request from the School Fund for any child whose parents feel unable to make the contribution.

School Fund is used for house point prizes, in-school competition prizes, trips for families in financial hardship, uniform and incidental charges (projects for the whole school that would not be funded through the delegated budget).

Cost of entering a pupil for a public examination:

- ***Charging***

a) A charge will be made for examination entries for prescribed public examinations for which pupils have not been prepared by the School.

b) When school has prepared a pupil for an exam, entry fees paid or liable to be paid by the delegated budget can be recovered from parents when a pupil:

i) fails to complete the course or

- ii) fails to attend examinations for other than duly certificated medical reasons and thereby fails to complete the examination requirements for a public examination.

In each case, the basis for calculating the charge will be the actual cost of the entry fee.

Remission

The school reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases, the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

Work experience

The Governing Body will determine the extent to which parents will be asked to meet the cost of work experience travel costs where journeys are made direct from home, bearing in mind their arrangements for work experience and the amount of funding provided by the LA.

SUNNYDOWN SCHOOL – Summary of charges 22- 23

School Dinner Money

The cost of school dinners will be £2.65 per day. A summary of costs per half term is sent to families who access these and to those who board.

Payment should be made online via ParentMail. If you have any queries, please contact Andrea Lawson in the school office.

School Trips

Additional school trips (Performing Arts and Ski Trip for example) will be charged at full price. These invaluable trips are an important part of our extra-curricular activities.

Chromebook

Families are asked to purchase a new chromebook through the school when their son starts in year 7. This device will be used across subjects, and managed by the school during their time on roll. When a student graduates from Sunnydown, their Chromebook becomes their own personal property. The cost of a device changes slightly year on year depending on market price, however a device is approximately £310, this includes delivery and set up. Repair costs (outside of the warranty) and insurance are the responsibility of the family.

Curriculum School Trips

We run a vast array of school trips during the year and may ask for voluntary contributions for these. A child is not prevented from attending these trips if payment cannot be made but the school should be made aware in this event.

Food Technology

All families are asked for a voluntary contribution towards ingredients for Food Technology of £20.00 per term. This will show on ParentMail for each school term.

School Fund

All families are asked for a voluntary contribution of £10.00 per half term. This money is used on projects directly related to the young men.

Although some contributions are voluntary, out of courtesy a reminder may be sent.

It is believed that Sunnydown offers an excellent experience for all students. Your cooperation in supporting the school with the above contributions allows ongoing developments. If you would like to discuss any aspect of the above, please do not hesitate in making contact with the school office.

Children who receive free school meals may be entitled to part or full support with the cost of the above, again please speak to the school office for further information.