

Applecroft School



Charging & Remissions Policy

Person Responsible:	Finance & Business Manager
Review Cycle:	Annual
Reviewed Date:	September 2025
Next Review Date:	September 2026

Charging and Remissions Policy

1) Introduction:

School Vision:

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life.'

School Mission Statement:

'Nurturing Potential, Inspiring Minds, Changing Lives'

School Values:

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

The Board of Trustees recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education at Applecroft School.

The Board of Trustees 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 optional activities.

Charges

The Board of Trustees reserves the right to make a charge in the following circumstances for activities organised by the school:

◆ **School Journeys in School Hours**

The full cost 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.

◆ **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition.

◆ **Charging in Kind**

The cost of materials, ingredients, equipment (or the provision of them by parents/carers). The Board of Trustees reserves the right to charge for ingredients and materials or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product.

◆ **Damage or Loss of Equipment**

A contribution towards damage or loss of equipment caused by a pupil's behaviour.

◆ **General**

The Board of Trustees may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Board of Trustees from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents/carers 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.

Remissions

The Board of Trustees 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 arranging a chargeable activity such parents will be invited, in confidence, for the remission of charges in full or in part. The Headteacher will make authorisation for such remissions.

Refunds

Where possible the Headteacher, on behalf of the Board of Trustees, shall seek to make refunds on monies paid to the school in respect of:

- school day trips
- visits lasting more than two days, and
- sums over £10

Refunds will be paid if a child cannot take part in an activity for a medical, emergency, personal or family reason. Any deposits paid cannot be refunded due to costs incurred when making bookings.