



THE NORTON  
KNATCHBULL  
SCHOOL

# Charging & Remissions Policy

Reviewed by	Val Martin, CFO
Approved by	Finance & General Purposes committee
Date approved	3 <sup>rd</sup> May 2024
Date of Review	May 2025

## **1. Rationale/Purpose**

The Norton Knatchbull School aims to provide a broad and balanced curriculum for all its students. This can be achieved through a mixture of activities both during the school day and during extra-curricular time. When organising extra-curricular activities, due consideration will be given to the cost-benefit balance and value for money. Whilst it is recognised that not all students will be able to participate in all activities, the school aims to ensure the broadest participation possible.

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as running from the start of morning registration until the end of period 5.

## **2. Implementation**

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the pupil was not prepared for it at this school
- The examination subject is not taught to the student supported is requested by the pupil or the pupils' guardians
- A pupil fails without good reason to complete the requirements of any examination where the governing body originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **3. Residential**

Charges will be made for board and lodging as well as any specialist tuition and other associated costs, except for to pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit.

### **4. Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred with the addition of 6% administration charge, divided by the total number of pupils participating. The administration charge may be reduced on a discretionary basis on high-cost activities in order to keep cost affordable. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **5. Optional extras**

Charges may be made by the School for "optional extras". These are:

- Education outside School hours and which do not fall within the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the School or part of religious education;
- Exam entrance fee where the pupil not has not been prepared for it at the School;
- Board and lodging for a residential visit;
- Extended day services.