



# CHARGING AND REMISSION POLICY

**Created:** September 2012

**Developed by:**

**Approved by:** Finance Committee

**Responsible Governor:**

**Responsible Officer:**

**Next review due:** Annual

Review	Date of Approval	Version Approved	Approved by	Comments and amendments
September 2012-2015			P.Rock J.Young	
September 2016	<b>11<sup>th</sup> October 2016</b>		P.Rock J.Young	
September 2017	<b>2<sup>nd</sup> October 2017</b>		P Rock J Young	
September 2018	<b>2<sup>nd</sup> October 2018</b>		P Rock M Kent	
September 2019	<b>1<sup>st</sup> October 2019</b>		Finance Committee	

## Rationale

This Charging and Remission Policy informs staff and parents about charging for School activities and makes a clear distinction between delegated budget income and school fund income as laid down in the Kirklees LMS Finance Manual and Section 13 of the LMS Financial Regulations.

## Purposes

This policy conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'. In accordance with these guidelines Netherhall Learning Campus will set out clearly when activities or administration will incur a charge and for whom charges may be remitted.

## Guidelines

- The School will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product. This does not include clothing
- The School will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups as prescribed by Musica Kirklees
- The School may charge for school-time activities by inviting parents and others to make voluntary contributions to enable School Funds to go further. Children or parents who do not contribute will not be treated differently from those who do make contributions
- The School will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible
- The School may charge for board and lodgings on residential courses, Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head teacher
- The School may permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity
- The School may charge for activities (optional extras), which happen outside School hours when these activities are not a necessary part of the National Curriculum
- Parents are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children. The School may waive liability if the loss or damage was clearly an accident
- Any Letting charges levied are devolved to the PPP Provider
- Single copies of information such as the School Prospectus and Policies are provided free upon request. A charge may be levied on requests for information obtained under the Freedom of Information Act

## Conclusion

This Policy is to be reviewed on an annual basis by the Finance Committee