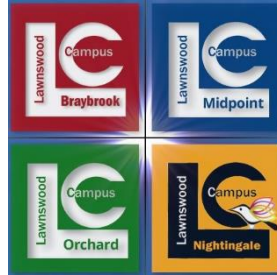


# Lawnswood Campus



## Charging & Remissions Policy

Review Date: Autumn 2024

Signed by the Chair of the Management Committee: .....

Date: 23.10.23

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## Aims

Lawnswood Campus 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 and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## Legislation and guidance

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](#).

## Definitions

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

## Roles & Responsibilities

The Management Committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Management Committee also has overall responsibility for monitoring the implementation of this policy.

The Head of Centres are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

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

## Where charges cannot be made

### Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education

- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### **Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

### **Charges**

Lawnswood Campus will charge the Local Authority, other schools and other local authorities for referrals of pupils. Please refer to Admissions & Charging Policy for the full details of the charges. Please note these charges are not for parents or families.

### **Remissions**

The Management Committee may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship and vulnerability.

### **School Meals**

The Management Committee have agreed that all school meals will be subsidised for all Lawnswood Campus pupils, even if the pupil is not eligible for free school meals.

### **School Trips**

The Management Committee have agreed to subsidise all school trips for all Lawnswood Campus pupils. This will be reviewed each year and the Management Committee may ask for voluntary contributions for school trips.

### **Review**

Lawnswood Campus Management Committee will monitor the effectiveness of this policy and will review, revise and republish as necessary