

Charging and Remissions Policy

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| Review Date | February 2025 | Next Review by Date | February 2026 |
| Reviewed By | Headteacher | | |
| Approved by Governing Body | February 2023 | | |

1. Admissions

There is no charge for admissions.

School meals

As a small setting, Pathways Education does not have a catering department to provide schools meals to all students. Students bring a packed lunch, although they have access to cooking facilities should they wish to cook basic lunches with the support of staff.

Free School Meals:

Surrey students eligible for Free School Meals (FSM) will receive a weekly food voucher of £13.25, distributed via E-Vouchers every Monday. During school holidays, all FSM-eligible students will receive a food voucher once the school has been notified of the voucher amount. These vouchers will be issued on the first Monday of the school holidays via E-Vouchers.

Currently, Hampshire are not distributing food vouchers. Hampshire students eligible for FSM can bring in their own packed lunch like other students or receive a cooked jacket potato or a pasta dish.

Student snacks and refreshments are provided without charge such as breakfast cereal, bread for sandwiches or toast and fruit squash.

2. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. These principles apply equally to re-sits.

There is no charge for examinations that are not on the set list but have been arranged by the school.

3. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for curriculum activities during school hours.

The school may ask for voluntary contributions **from parents** to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- materials, books or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)

4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the National Curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras

The school will charge **parents** for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (e.g. breakfast clubs, after school clubs etc)

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the finance committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books or equipment provided in connection with the optional extra
- non-teaching staff

- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- the costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

5. Activities that take place *partly* during school hours either on or off site

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

6. Residential activities

Our school will not charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge **parents** for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost.**

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

7. Extended services

The school may from time to time provide extended services such as a breakfast club. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

8. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

9. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

In some cases, a home-school agreement (Appendix A) will be signed by the school, student, and parents to show a commitment to treat the school and its equipment with respect and to acknowledge that consequences such as charges to those responsible may be given in the event of breakages or damages.

10. Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments may also be entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

11. Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

12. Inability or unwillingness to pay

Pathways School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

13. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

Signed by:

_____ **The chair of governors**

Date:

Headteacher

Date:

Business manager

Date:

This policy will be reviewed annually

Appendix A

Student Agreement: Taking Care of Our School

This is an agreement between (Student's Name) and Pathways Education on (Date).

1. Why This Agreement is Important

We want our school to be a safe, clean, and happy place for everyone! This agreement helps students understand why it's important to take care of school property and what happens if someone damages it on purpose.

2. Taking Care of School Property

As a student at Pathways Education, I promise to be responsible and take care of school property. This includes:

- Buildings (walls, doors, and floors)
- Furniture & Equipment (desks, chairs, computers, sports gear)
- Books & Learning Materials (textbooks, worksheets, supplies)
- Shared Spaces (classrooms, hallways, playgrounds)

3. What is Considered Damage?

Damaging school property means hurting or breaking things on purpose. Some examples are:

- Writing or drawing on walls, desks, or books (vandalism)
- Breaking or damaging school furniture, computers, or sports equipment
- Tearing books or ruining school supplies

Accidents Happen! If I am acting appropriately and something breaks, this is not a problem, and I just need to let a staff member know.

4. What Happens If I Damage Something on Purpose?

If I choose to damage school property on purpose, I understand that:

- My family might have to pay to fix or replace what was broken.
- I may get a consequence, like contributing toward fixing what was damaged.
- If the damage is very serious or occurs frequently, this may lead to more serious consequences.

5. My Promise

By signing this, I agree that:

- ✓ I will take care of school property.
- ✓ I understand what happens if I damage something on purpose.
- ✓ If I break something by accident, I will tell a teacher right away.
- ✓ I will follow these rules to help keep our school a great place!

6. Signatures

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

School Representative's Signature: _____

Date: _____