

Policy/Procedure	Charging and Remissions Policy		
Type	Operational – Complaints Policy and Procedure		
Applies to project(s)	Watermelon Independent Schools	Policy No	OP/611
Created by(owner)	Z Jonah		
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Staff responsible:	Z Jonah		

Change History

Version	Description	Date issued	Reason	Approved by
1.0	Policy	18/07/2024	New Policy	ZJ
1.1	Review	July 2025	Review	HL
1.2	Review	Jan 2026	Review	HL

Related Policies:

Policy Ref No.	Policy Name	Policy Ref No.	Policy Name
OP/03	Anti-bullying and Harassment	OP/14	Equal Opportunities
OP/06	Behaviour for Learning	OP/19	Exclusion
S/01	Child Protection and Safeguarding	HS/01	Health and Safety
OP/10	Curriculum	HS/05	Managing Drugs
OP/15	Educational Visits	OP/45	Staff Behaviour (Code of Conduct)
S/02	E-Safety		
OP/13	Equality and Diversity		

Distribution:

Electronic copy - Website / C:/Company Policies and Procedures/ Hard copies – Company Policy File / Staff Training Portfolio

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The Governing Body of Watermelon Independent Schools has adopted the LA 'charging and remissions policy' which recognizes the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body 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.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organized by the school

The Governing Board has agreed that its policy for charges will be as follows:

1. Day Visits

For those educational visits where there is a cost, other than the cost of transport, the School will invite a voluntary contribution from parents/carers to meet the costs.

2. Residential Visits

The School will invite voluntary contributions from parents/carers to assist with the cost of food and accommodation. The Governing Board intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

3. Involvement in Sporting Activities

When pupils are representing the School in sporting activities, the School will pay the cost.

4. Educational Materials

Where pupils create articles, for example, in the course of technology or life skills lessons, parents/carers may be asked to provide materials or ingredients on a voluntary basis. Where parents/carers wish to own the finished product they may be required to meet the cost of the materials.

5. Examination Fees

The School will pay the entrance fee for all accredited courses, where the school has prepared the pupil for the particular course

6. Instrumental Tuition

Parents may be expected to pay for individual tuition in playing a musical instrument but not where it is

required as part of any syllabus for a public examination or provided for specifically to fulfil the requirements of the Curriculum.

7. Damage to Property

Charges may also include costs to repair broken windows or replacement of lost or damaged School property as a result of a pupil's behaviour.

8. Voluntary Contributions

The eligibility of pupils to take part in School activities will not be affected by whether or not a voluntary contribution is made.

The Head teacher will consider suspending or cancelling any activity which cannot be funded adequately.

9. School Meals

The School will provide a school meal to all of those pupils who are not eligible for Free School Meals or who do not bring a pre-prepared lunch from home. Where the School provides a meal it does so in good faith and expects the balance to be settled in good time. The school administration team will provide reminder letters detailing the balance due and suitable methods of payment. The school reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

10. Remissions Policy

The Remission Policy adopted by Watermelon Independent Schools accepts that charges may be waived or reduced, at the discretion of the Head teacher.

Where parents/carers of a pupil are in receipt of state benefits or the pupil is entitled to Free School Meals (FSM), then subsidised places may be available. (Details to be obtained from the School.)