

# CEDARS

## Short Stay School

<b>Policy Title</b>	Charging & Remissions
<b>Written By</b>	TH
<b>Review Committee</b>	Finance & Resource
<b>Date Approved</b>	March 2026
<b>Review Date</b>	March 2027
<b>Responsible for Day to Day Management</b>	LM



# CEDARS

## Charging and Remissions Policy

### Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### Responsibilities

The Management Committee of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and/or the Management Committee.

#### 1. Trips and Visits

##### Day Trips and Visits

If an educational visit is to take place during school hours/term time it must be related directly to the normal school curriculum.

A charge cannot be made for anything except an admission charge to a museum or theatre.

This applies whether the activity is essential to the curriculum or is directly related. There may be occasions when a trip is broader in its educational benefit to a particular group but not specifically linked to the curriculum. This might include activities to improve pupil behaviour/team building.

##### Residential Trips

A charge can only be made for board and lodging – the cost of this must not exceed the actual cost of providing board and lodging for an individual pupil.

##### Voluntary Contributions

The request (if genuinely voluntary) for contributions will make it clear that:

- There is no obligation to contribute and
- That no pupil may be omitted if voluntary contributions are not given.

However, an activity may not take place if there are not sufficient voluntary contributions and our letters to parents/carers will include this clause.

NB The legislation does not in any way prohibit or restrict a school from seeking voluntary contributions to the benefit of the school in support of any school activity, whether during or outside school hours, residential or non-residential.

##### Remission of Charge:

As a statutory minimum, a complete remission of board and lodging charges has to be made to pupils whose parents receive Universal Credit if the activity takes place during school hours or, if out of school hours, when the activity is essential to the curriculum.

Because of the sensitivity of such cases, Deputies will consult with the Headteacher before finalising financial details. Parents are requested to contact the Headteacher privately to discuss their particular situation.

#### 2. Examination Remarks

Where CEDARS seeks a remark for an individual or group, CEDARS will fund the process. This might occur where a grade or set of grades is very different from the grade estimated and expected.

Where CEDARS is satisfied that the grade is within the expected range but the pupil or parent/carer insists on a remark, then the parent/carer will be expected to fund the remark.

When grades are revised upwards following a remark, the charge is refunded in full by the examinations board.

### **3. Lettings**

Buildings are not currently let out to external agencies. In the event of such a situation arising in the future, the Management Committee will provide a separate policy. In the event of a letting to another department within Staffordshire County Council, agreement on the charges will be reached with the approval of the Headteacher and payment made via Capita Integra My Finance.

### **4. Private Telephone Calls**

Private telephone calls made by staff and pupils will be charged at a standard commercial rate. Details of charges will be made available close to telephones and records of all private calls made will be kept. – REMOVE?

### **5. Photocopying**

Where staff, pupils or visitors require material to be photocopied for their personal/private use, copies will be charged at 5p per single side copy for black and white copies, 10p for colour. Notices advising of this will be placed near to photocopy machines.

### **6. Sales of Food Technology Ingredients to pupils**

The sale of items made available to pupils to complete their home economics lessons will be at cost price. This charge applies to food items only.

### **7. Sale of Food Technology Products to Staff and Pupils**

Food items are produced as a result of the need to demonstrate to pupils how to complete a recipe. Pupils are encouraged, as part of the curriculum, to taste the final product. Where surplus items are produced these may be sold to staff or pupils at a price which covers the cost of the ingredients plus a small charge to cover the energy used in the preparation/cooking.

### **8. Sale of Produce from an Allotment**

Produce from an allotment may be sold to staff, pupils or third parties. Sales will be recorded and income used to fund the purchase of items for the allotment such as seeds or equipment. Produce will be sold at a price agreed by CEDARS staff to take into account the cost of production.

### **9. Outreach Provision by CEDARS**

CEDARS provision of outreach service to other Schools to prevent permanent exclusions. Outreach service to be charged at **£350** per half day and reviewed annually. Training to be charged at **£100** per hour per delegate and reviewed annually – **Governors to review and approve rates**