



Lakeside School

‘Personal, Social & Academic Achievement for All’

Title: **Charging and Remission of Charges Policy**

Review date:

January 2026

Audience:

All Staff

Governors

Website

Notes:

This policy has been drafted by Hampshire County Council and amended as necessary to reflect school practice.

Charging and Remission of Charges Policy

January 2023

This document defines the policies and responsibilities for charging and remissions at Lakeside School.

Charges

Lakeside School will apply any charges levied by the Local Authority or other contractors, e.g. catering, for services which they provide and also the remission arrangements which the Authority considers appropriate. Lakeside School reserves the right to levy a charge in any circumstances permissible under the Education Reform Act. No charge will be made for any musical tuition a pupil receives, or for the use of musical instruments.

School Meals

All meals taken by pupils that are not on Free School Meals are chargeable at the appropriate rate. Parents/Carers may wish to pay daily, weekly or termly in advance. If a parent/carer develops debt for school meals, the school will ensure the parent/carer receives a series of warnings via letter and telephone communications.

If the debt exceeds £50 then parents/carers will be informed that the child will no longer be able to have a school dinner until the debt has been cleared and will have to bring sandwiches to school.

Voluntary Contributions

Parents/carers may be asked to make voluntary contributions to support school activities for any visit, journey or curriculum activity organised by the school and approved by the governors. Activities requiring a voluntary contribution from parents should be handled in the following manner:

1. There is no obligation to contribute
2. All pupils will be treated the same whether or not their parents/carers have made a contribution
3. Should insufficient voluntary contributions be forthcoming, the possibility exists that the activity may be cancelled.

Remissions

Lakeside School will apply the statutory minimum remissions to any charges, which it makes: that is in respect of pupils whose parents are in receipt of income support or family credit. Any further remission of charges will be made at the absolute discretion of the governors.

Breakages

Charges will be made to the parents/carers of a pupil deliberately causing damage to property while at school, including, e.g. the cost of replacement items incurred as a result of breakages, loss or damage, books, equipment, material other than normal fair wear and tear.

Charging in kind

Where parents/carers indicate in advance that they wish to own the finished product of practical activities such as art, cooking and technology they may be asked to provide or pay for ingredients, materials, equipment etc. needed. No child will be at a disadvantage because of a parent's/carer's unwillingness or inability to contribute in this way.

Public Examinations

No charges are made for entering pupils for public examinations for which they have been prepared in school. Each school enters pupils for each examination in a public examination syllabus for which the pupil has been prepared unless:

- It thinks there are educational reasons for not entering the pupil or
- The pupil's parent/carer asks in writing that the pupil should not be entered.

The school's decision cannot be overturned by the LA.

Examination fees may be charged if:

- The examination is on the set list but the pupil has not been prepared for it at the school;
- The examination is not on the set list but the school arranges for the pupil to take it;
- The pupil fails without good reason to complete the requirements of any public examination where the school or LA originally paid or agreed to pay the entry fee.

Charges are not made for any costs associated with preparing a pupil for an examination but are allowed for tuition or other costs if a pupil is prepared outside school hours for an examination that is not set out in the regulations.