



**ROSEWOOD FREE SCHOOL**

**Title: Charging and Remission Policy**

**Lead Reviewer: Deputy Head**

**Who this is aimed at: Parents and Families**

<b>Version</b>	<b>Reason for Change</b>
V2	Review January 2023

<b>Date Initially Implemented</b>	
-----------------------------------	--

## **Policy Statement**

This Policy provides information to families on the circumstances where the school would charge for resources or activities, whether these are within school hours or out of school hours.

It also provides information on activities where there is no charge.

## **Application**

This Policy applies to all parents and families.

## **Educational Visits and Extra-curricular Activities**

Where costs are involved, families may be asked to contribute so that each activity is self-funding. Staff and transport costs will be met by the School however in exceptional circumstances a contribution will be requested, such as a trip to London. If funds received are insufficient, the visit may be underwritten by the School, or cancelled, at the discretion of the Headteacher.

## **Voluntary Contributions for Activities**

When additional events or activities are arranged that incur a cost, the School may invite families to contribute towards this cost. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. The level of contribution is set only to cover the cost of the activity. There are circumstances where the school may contribute towards an activity, but if the School does not receive sufficient voluntary contributions, the school may decide to cancel the activity. If the activity goes ahead, it will include children/young people whose families have not paid any contribution. In these circumstances the school would not treat these children/young people differently from any others.

## **Voluntary Contributions for Classes**

It has always been school policy to request a voluntary contribution to cover items for snacks, drinks and non-oral programmes (e.g. lip balm and small tasters) and an additional contribution towards “cookery or sensory food exploration”. These are items classed as outside the usual curriculum entitlement and personal use resources. The additional costs are for the added resources which

could be, for example the difference between water to meet fluid needs instead of squash. The recommended donation is £1.50 per week for full-time learners.

### **Residential Visits for Curriculum Activities**

If the school organises a residential visit in school time or mainly in school time a charge will be made to cover the costs of board and lodging. For activities which take place out of normal school hours, the costs of hiring trained staff for specialist activities will be charged in addition to board and lodgings.

### **After School Activities**

The school may offer additional after school activities. Some of these activities have a charge and families may be expected to pay this charge.

### **Remission of Donations**

Where voluntary contributions have been received for an activity and there is a surplus once all costs have been settled:

- If the surplus per contributor is £5 or more, it will be returned.
- 
- If the surplus is less than £5 per contributor, it will be retained by the school and transferred into the “unrestricted fund”, to be used to support other school activities.

### **Collection of Funds**

Rosewood free School now uses Arbor to collect funds electronically where possible. Details of how to use the scheme may be obtained from the School Office.

## **Complaints**

Any Family is entitled to make a complaint in respect of any breach of this Policy through the Complaints Procedure.