

Scapegoat Hill J & I School



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CHARGING AND REMISSIONS POLICY

Approved by: School Governors

Date: 16th October 2025

Last Reviewed on: September 2025

Charging and Remissions Policy

Rationale

This Charging and Remission Policy informs staff and parents about charging for school activities and makes a clear distinction between delegated budget income and school fund income, as laid down in the Kirklees LMS Finance Manual and Section 13 of the LMS Financial Regulations.

Purposes

This policy conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'. In accordance with these guidelines Scapegoat Hill J&I School will set out clearly when activities or administration will incur a charge and for whom charges may be remitted.

Charges to Parents

- The school will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product. This does not include clothing.
- The school may invite parents and others to make voluntary contributions to enable School Funds to go further. Children or parents who do not contribute will not be treated differently from those who do make contributions.
- The school will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- The school may charge for board and lodgings on residential courses, except for pupils whose parents are receiving: Income Support; Income based Jobseeker's Allowance; Child Tax Credit (where the person is not receiving Working Tax Credit as well); Support under part VI of the Immigration and Asylum Act 1999; Guaranteed Element of State Pension Credit; Income related employment and support allowance. Children of families who receive these payments are also entitled to free school meals. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.
- The school may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- The school may charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. The school may waive liability if the loss or damage was clearly an accident.

- Single copies of information such as the School Prospectus and policies are provided free upon request. A charge may be levied on requests for information obtained under the Freedom of Information Act.

Charges to others

- All lettings will be charged in line with LA guidance.
- The Governing body acknowledges the fortunate position the school are in with regard to their grounds and outdoor facilities; we also acknowledge the fundraising which has taken place by parents to provide these facilities. Whilst we encourage sharing of best practice and facilities, we reserve the right to make charges to other schools and organisations, to include cover for supply staff, materials used and a contribution towards the upkeep of the facilities. An amount will be agreed with the Headteacher in advance of each visit. Conclusion This policy is to be reviewed on an annual basis by the Governors.