

**CEDAR HALL SCHOOL**  
**CHARGING & REMISSIONS POLICY**  
**2022**

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

It is the policy of Cedar Hall School-

1. To levy any appropriate charges to parents in respect of all board and lodging requirements on residential visits.
2. To levy charges for activities held wholly or mainly outside school hours, where those activities would otherwise incur additional costs to the school.  
It is the intention of the school to ensure, as far as is reasonably possible, that no pupil should be disadvantaged solely by their parents inability to pay.
3. To request contributions on a voluntary basis for school activities in school time (e.g. educational visits), which can only run if sufficient funding is forthcoming, whilst making sure that no pupil is debarred from the activity (if it is financially viable) solely by the inability of the parents to pay.
4. To leave to the Headteacher's discretion the proportion of the costs of an activity which can be properly charged to capitation, private funds or parents.
5. To require parents to pay for damage to school property for which children are responsible where reimbursement is appropriate.
6. To request prior voluntary contributions towards the cost of models, cookery and craftwork, completed at school if pupils require ownership after completion, where this is considered appropriate due to the high cost of materials.
7. Where the parents of a pupil are in receipt of :-
  - Universal credit in prescribed circumstances
  - Income Support
  - Income Based Jobseekers Allowance

- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

the Governing Body will seek to support an application for a grant to cover the cost of board and lodgings for any residential activity that it organises. In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

October 2022

Review Date: Oct 2023