



# Charging & Remissions Policy

Written By:	Claire Jones
Issue Date:	October 2023
Review Date:	October 2025
Interim Review:	May 2025
Signed by Acting Headteacher:	Carole Austin
Signed by Chair of Governors:	John Waszek

The Governors and Staff of Lansbury Bridge School & Sports College believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents/carers financial means. This Charging & Remissions Policy outlines how we strive to ensure a good range of visits and activities are offered whilst trying to minimise the financial barriers which may prevent pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is October 2025. The policy identifies activities for which:

- No charges will be made.
- Voluntary contributions may be requested.
- Charges may be made.
- Charges may be waived or subsidised.

**No charges will be made for:**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment.)
- Education provided outside school hours as part of the National Curriculum/Scheme of Work.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum/Scheme of Work.
- Entry for a prescribed public examination, if the pupil has prepared for this at school.
- Examination re-sits if the pupil has been prepared for this at school.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on an activity or trip.

**Voluntary Contributions**

The school may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

Voluntary contributions may be requested from parents/carers for educational outings including end of term celebrations.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers from the outset. If insufficient contributions are received, the activity or trip may have to be cancelled and contributions received returned.

No pupil will be excluded from an activity because his/her parents/carers are unable or unwilling to make a voluntary contribution and will still be given an equal chance to participate.

**Charges may be made for:**

- Any material, books, instruments or equipment, where the parents/carers wish their daughter/son to own them.
- Wilful damage to school property
- Bank charges incurred in respect of returned cheques.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement therefore will be a necessary pre-requisite for the provision of an optional extra where charges will be made.

**Remissions**

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances at the discretion of the Headteacher.

**Residential Visits**

A subsidised charge will be made for board and lodging for a pupil on a residential visit. Any charges made in respect of individual pupils will not exceed the actual costs of the residential, divided by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge. All staff costs associated with the residential will be met by the school.

**Lettings Charges**

There is a separate Lettings Policy which includes all charges for room hire and facilities. These are listed as follows:

## **APPENDIX 2 - FROM LETTINGS POLICY 2025-26**

### **Room Hire**

<b>Room No</b>	<b>Room</b>	<b>Capacity</b>	<b>Half-Day (or part-day)</b>	<b>Full-Day</b>
109	Training Room	50	£60	£120
19	Conference Room	20	£35	£70
14	Multi-Sensory Room	10 inc adults	£30 per 45 minute Session	
68	Community Foyer / Dining Area	109*	Price on application	

\* 109 is the capacity without any tables.

### **Hospitality**

Tea, Coffee & Biscuits: £1 per cup. VAT will be added to the cost of refreshments.

Lunches: Options to be provided with costs on request. A 5% charge will be added to the cost of buffets to cover the costs of administration and presentation.

## Sports Facilities

Facility	Community Rate	Commercial Rate
<b>Swimming Pool (Outside of School Day - Weekday)</b> For each 1 hour session (total time including set-up and changing).	£42	£52.50
<b>Swimming Pool (Outside of School Day – Weekend Rate)</b> For each 1 hour session (total time including set-up and changing).	£48	£60
<b>Sports Hall and Changing Facilities (Outside of School Day – Weekday)</b> For each 1 hour session (total time including set up and changing).	£42	£52.50
<b>Sports Hall and Changing Facilities (Outside of School Day – Weekend Rate)</b> For each 1 hour session (total time including set up and changing).	£48	£60
<b>Hydrotherapy Pool</b> For each 1 hour session (total time including set up and changing). Note: This price is for the facilities only and does not include any supervisory or Therapy staff. The maximum capacity of the Hydrotherapy pool is 4 people and there must always be either a responsible adult (but not necessarily a Life Guard) on the pool side, or two responsible adults in the water at all times.	£30	£37.50

Permission will be sought from Governors to consider bespoke requests which may use more than one space, or require rooms which do not appear in the charging structure, these will be priced accordingly.

## **Other Charges**

A £10 additional fee to cover toilets, changing facilities, waiting areas, cleaning, storage facilities and associated costs will be added to each session booked from April 2023.

## **Outreach / Manual Handling Support**

Colleagues may be able to support schools with various requests for outreach and manual handling support. Requests will be looked at on an individual basis and priced according to requirements. Please contact the School Business Manager in the first instance to discuss any bespoke packages.

## **Value Added Tax**

Please note Sports Facility prices are exclusive of VAT. Please see Section 2 & 3 for further details on VAT rates.

## **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will aim to adhere to the following guidelines —

- Where possible we shall publish a list of visits at the beginning of the school year to help parents/carers plan ahead.
- We will allow parents/carers to pay in instalments, were appropriate.
- If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip if required.

Reviewed by Claire Jones -13/05/25