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# Lady Mannors School

## Charging and Remissions Policy

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<b>Policy No:</b>	012
<b>Reviewed by:</b>	JSL
<b>Approved by:</b>	Governors' Finance and Personnel Committee
<b>Minute No:</b>	Min FP41/25
<b>Review Cycle:</b>	Annual
<b>Last Reviewed:</b>	5 November 2025
<b>Next Review Date:</b>	5 November 2026

*Through our shared school values, we aim for all students to thrive, feel included and aspire to grow as individuals who contribute to society with empathy, integrity and positivity.*

This document will be reviewed annually by the Governors' Finance and Personnel Committee and sooner when significant changes are made to the law.

Guidance from the Department for Education about school policies can be found here:  
<https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>

## **EQUALITIES STATEMENT OF INTENT**

Lady Manners School welcomes a diverse population of both students and staff. In order to consolidate and build upon this diversity, equality of opportunity and the absence of unfair discrimination is at the core of all the school's activities. The school will not unfairly discriminate in the recruitment or general treatment of staff or students.

The school is committed to promoting and developing equality of opportunity in all its functions and will seek to do this by:

- communicating its commitment to equality and diversity to all members of the school community;
- maintaining systems for implementation, monitoring, evaluation and review;
- treating acts of discrimination and other contraventions of this policy as a disciplinary offence.

The Governing Board has responsibility for ensuring that the school operates within the legal framework for equality and for implementing the policy throughout the school. In addition, each member of the school community is responsible for preventing unfair discrimination or harassment or victimisation which it is within their control to prevent; and challenging or reporting such inappropriate behaviour if it occurs.

The Education Reform Act 1996 requires governors to have a policy on charging and remission for activities arranged by the school.

If a family is facing financial difficulties regarding any of the items listed below the school may offer some financial support. In the first instance this should be discussed with the Business Manager, unless it has been indicated that you should approach a different member of staff (e.g. students in receipt of Sixth Form Bursary, students in receipt of Pupil Premium Funding).

The Headteacher will decide for each trip that, where possible, disadvantaged students who receive Free School Meals will:

- be given priority for a place on the trip
- be funded from the Pupil Premium Grant to take part in educational trips that are part of the national curriculum.
- be funded from the Pupil Premium Grant to take part in optional UK day trips (e.g. theatre visits)
- receive a 50% contribution from the Pupil Premium Grant for residential trips and/or their parents and carers provided with an extended repayment schedule.

The Headteacher may remit in full or part charges in respect to a student if it is felt to be reasonable under the circumstances, as summarised in table below.

	ITEM	CHARGING POLICY
A	Educational activities <sup>1</sup> within school hours.	Payment not necessary for participation but voluntary contributions may be requested. Insufficient contributions may necessitate cancellation.
B	Optional activities outside school hours which are not part of the National Curriculum, part of a syllabus for a prescribed public examination, or part of religious education and where more than 50% of the activity is outside of normal school hours)	Parents/carers to meet the full cost.
C	Residential courses forming an integral part of the school or National Curriculum and mainly within school hours.	Parents/carers to meet full cost of board and lodgings. Voluntary contributions may be requested to cover transport and other costs. Insufficient contributions may necessitate cancellation.
D	Optional individual Music Tuition by Visiting Tutors.	Parents/carers to meet costs including hire, music and insurance where appropriate.
E	Ingredients/materials for creative subjects.	Payment not necessary for participation but voluntary contributions of materials/finance may be requested.
F	Lost school equipment, books etc.	Parents/carers to meet full cost of replacement.
G	Breakages, vandalism and damage to school buildings, furniture, equipment or property.	Parents/carers to meet full costs of repair/ replacement if resulting from student behaviour.
H	Items dispensed by Medical.	No charge is made for dressing an injury which has occurred at school but a charge can be made for replacement dressings.
I	'Wasted' examination entries.	Parents/carers to repay lost entry fee if exam missed without acceptable reason.
J	Public examinations and re-sits without school timetabled teaching and University entrance tests.	Parents/carers to meet full costs of entry.
K	Hire of equipment e.g. lockers, musical instruments	Parents/carers to meet costs as determined by the school.
L	Sale of other items e.g. uniform, PE kit, revision guides, stationery, calculators etc.	Parents/carers to meet full cost
M	Private Photocopying Charges	Charges will be made to cover the cost of any private printing and copying charges. The prices will be displayed in the staff room and in the reprographics room.

<sup>1</sup> Educational activities that are part of the national curriculum, part of a syllabus for a prescribed public examination, or part of religious education.

	ITEM	CHARGING POLICY
N	Catering charges	Parents/carers meet the full cost. The price list is published on the website. Items sold from vending machines will be charged at the manufacturer's recommended retail price. A daily maximum expenditure limit can be set for students on the lunch payment system at the request of the parents/carers. The FSM allowance will be set at the rate notified by DCC plus an extra allowance agreed by the Headteacher, funded from the Pupil Premium Grant.
O	School event tickets	Parents/ carers meet the full cost of tickets.
P	Lettings	Facilities may be hired at a discounted rate for Governors, staff and students. See separate Lettings Policy for price list.

This policy does not restrict any request for voluntary contributions for the benefit of the school for any school activities.