



Camden Centre  
for Learning

# Charging and Remissions Policy

Name of policy	Charging and Remissions Policy
Date reviewed	February 2018
Staff member Responsible	Pippa Cossey
Governor Responsible	FSP Sub Committee
Date signed off by Governors	February 2018
Date of Review	Spring 2019

**Challenge Yourself, Celebrate Achievement, Focus on Success, Learn  
for Life**

## **Charging and Remissions Policy**

### **Introduction**

At Camden Centre for Learning we want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means.

This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

### **Education**

All aspects of education provided by the school during school hours is free.

### **Educational Activities**

We passionately believe that students should have access to all activities regardless of family circumstances and where budget allows all activities are provided at no additional charge to the student or their family.

### **Residential and Additional Enrichment Activities**

We do offer a residential trip to students as part of their educational experience at Camden Centre for Learning. We value these as part of their educational experience and an important aspect of their social as well as their academic development.

We currently ask each parent for a voluntary payment towards the cost of the trip, but non-payment does not preclude attendance.

### **School Meals**

We currently provide a breakfast club, morning tuck and an access to a hot meal at lunchtime. Again we value these activities as part of the students' social and emotional development and we currently provide these free of charge. These are part funded through Pupil Premium Funding for eligible students.

### **Public Examinations**

All expenses in connection with Public Examinations that form part of the School Curriculum will be provide free of charge.

The school may consider charges if a request is made for an additional examination that we do not offer at the school and that the student has not studied whilst being at the school.

The school may also consider charging if there is a parental request for a remark of an examination

### **Damage to School Property and Breakages**

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher.

We may also seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.

Individual letters will be sent to parents where this is the case and action is worked out on a case by case basis.

### **Personal Property**

Whilst the school will take reasonable steps to ensure the security of personal belongings, the school is not liable for the damage or loss of any property. This applies to the personal property of staff and visitors as well as students. Students are advised not to bring valuables onto the school site

### **Voluntary Contributions**

We will invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

### **Review**

All decision around charges will be made by the Governing Body and reviewed annually.