



ABOYNE LODGE

NURSERY • PRIMARY

CREATIVE • CURIOUS • CARING

Charging & Remissions Policy September 2024

1. Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools and the Education Act 2006 requires that education during normal school hours is provided free of charge.

Aboyne Lodge recognise the valuable contribution that the wider range of additional activities, including trips, clubs and residential activities, can make towards pupils' broader education and reserves the right to charge parents / carers in accordance with the provisions of the Education Act 2006. We aim to promote and provide such activities both as part of an academic and broad and balanced curriculum for all pupils as additional enrichment and optional activities and reserves the right to charge pupils for such activities.

2. Charges

Except where students are entitled to statutory remission, the School reserves the right to make a charge in the circumstances outlined in this section for activities:

Activities outside school hours:

Charges will be made for the full cost to each student of all approved activities deemed to be optional extras taking place wholly, or mainly outside school hours as permitted by the Education Act 2006. This may include transport, food, accommodation, resources and / or other costs associated with the activity (such as admission or ticket charges, activity staff costs, etc).

Board and lodging of residential visits

Breakfast Club & After-School Club

Extra-curricular music lessons - individual and group music tuition; an additional charge may be made for the hire of a musical instruments provided by the school for the purposes of such tuition.

School Meals and Infant morning milk:

All food served at breaks and lunchtime will incur a charge, except where students are entitled to Universal Infant Free School Meals (Reception to Year2) or benefit related Free School Meals (when

lunch will be provided free of charge).

Children are entitled to receive free morning milk until the term in which they turn 5 years old, if they are 5 or will be 5 before the current term ends there is a charge for infant milk.

Books, materials, instruments or equipment:

No charge will be made in respect of books, materials, equipment, instruments or incidental transport provided in connection with the curriculum, statutory Religious Education or in preparation for prescribed public examinations or courses taught at Aboyne Lodge, except where parents or carers have indicated in advance that they wish to own them, or in the case of materials provided for (eg Design and Technology, Art projects or similar), where they have indicated that they wish to own the finished product.

The School reserves the right to add an administrative charge for ad hoc chargeable services required at short and/or reasonable notice (eg school meals and After School Club).

3. General and voluntary contributions

Parents and carers may be invited to make voluntary contributions towards trips. In such cases it will be made clear to parents/carers that the contribution is voluntary and that the children of families who do not contribute will not be discriminated against, excluded or treated differently. Families will be advised that if insufficient contributions are received the trip may be cancelled.

In no case will the individual charge exceed the actual cost (e.g. to subsidise hardship cases, or general fundraising).

4. Remissions

Where pupils are in receipt of the pupil premium grant (PPG) and Free School meals (FSM) the School will offer to remit 50% of the cost of:

- activities that take place during the school day (swimming, visitors and visits), excluding any “products” which parents wish to buy.
- board and lodgings for any residential activity that is deemed to take place during school hours or forms part of the curriculum.

Where families are in particular hardship the school may remit anything up to the full cost of activities at the Headteacher’s discretion.

	FSM	PPG
Lunch	Free	discretionary
Visits & visitors (voluntary contribution request)	discretionary	discretionary
Swimming (voluntary contribution request)	discretionary	discretionary
clubs	Free	Free
Breakfast club	discretionary	discretionary
After School Club	discretionary	discretionary

5. Aboyne Lodge Bursary

In the event that parents / carers believe they will be unable to pay the charges outlined in this policy, they may apply for remission of part or all of the charges due and should contact the Headteacher, in the strictest confidence, for details.

They will be required to provide evidence of financial hardship and the decision as to whether to offer any Charging and Remissions Policy

remission will be at the discretion of the Headteacher.

6. Damage to School Property

The School will seek payment from parents / carers for damage or loss to school property, buildings or equipment caused wilfully or negligently by their child.

7. Subsidies

At the discretion of the individual school's Headteacher, the School may subsidise certain activities to a limited extent as funding allows. The subsidy of an activity does not preclude its being charged at full cost, or voluntary donations being sought for a repeat of that activity, or similar activity on a future occasion.

8. Refunds

Providing a trip is charged according to this policy the school does not have to offer a refund if the pupil cancels. The DfE suggests to take a common sense approach to cancellations and refunds.

What will be considered a valid reason for costs to be refunded:

- Critical emergency/illness in the family
- Sudden loss of family income.

A change of mind, minor illness or disagreements between parents/staff/children will not be considered valid reasons. A clause should be added to any letters for school trips which states clearly what will happen if you cancel.

If a pupil cancels and receives a refund, we may refuse to admit the pupil to future trips, particularly if we have been unable to offer the trip to another pupil, or be reimbursed by the supplier.

Please see the [Orchards](#) terms and conditions for the refund policy on cancelled breakfast and afterschool club sessions.

9. Debt recovery

Where a family's debts are high and unresolved the School reserves the right to apply any income received from the family to its outstanding debts before providing new chargeable goods and services. See debt recovery policy.

10. Delegation

The Headteacher is empowered to make determinations regarding individual cases arising from the implementation of this policy.

In the case of appeals, the Governing body make any final determinations.

11. Contributions to the curriculum

In principle, the Governors approve the seeking of sponsorship from external sources including donations from parents / carers. In addition, the School offer opportunities for parents / carers to take part in fundraising activities or to contribute by giving their time.

12. Review and monitoring

The Governors review the effectiveness of this policy annually and ensure that practice is in line with the policy. Any review will take into account the most up-to-date legislation and practice.