

CHARGING AND REMISSIONS POLICY

Issue Date	April 2025	**Review Cycle**	Annually
Last Review	September 2026	**Next Review**	September 2027
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Version	Review Date	Reason for review and summary of changes
v1	April 2025	Implementation of policy
v2	September 2026	Adding of control page and format change. Reviewed and no other changes to make

Monkhouse Charging and Remissions Policy

The Governing Body is committed to the general principle of free school education. It recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a student's education. The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential activities held during school hours
Charges may be made for the board and lodging and travel element of those residential activities which take place during school hours.

Activities held out of school hours
These will sometimes include day and residential experiences. Charges may be made for these activities except where they are provided to fulfil statutory duties relating to the National Curriculum.

Examination Fees
No charge will be made for a prescribed public examination for which a student has been prepared by the school. Charges may be made for re-sitting examinations.

Contributions
The Governing Body may invite parents to provide contributions in support of any school activity or visit, whether during or outside school hours. If insufficient contributions are not forthcoming the trip will be cancelled and the parents who have contributed will be reimbursed.

Contribution Payments Online
Parents will pay for school visits and other activities via the School Gateway website or app. These payments will be paid to School Gateway and then they are transferred to our school bank accounts on a fortnightly basis. In exceptional circumstances, parents may be able to pay via cash, bank transfer or cheque however it is encouraged that they use School Gateway. If the visit is cancelled, payments will be refunded by online transaction refund via school gateway and this will go back into the parents bank account. In exceptional circumstances, school may have to refund parents by cash, bank transfer or cheque. A record of parental contributions online will be kept by the school.

Breakage and Damage to School Property
The Governing Body reserves the right to request payment from parents where their children have caused breakages or damage to school property where this is as a result of the student's behaviour.

Lettings
The Governing Body reserves the right to let internal and external areas of the school for community and public use. The letting fees charged will be at a minimum and reflect any expenses incurred for running and staffing costs. For specific charges and agreements, see the lettings policy.

Policy Review
This policy will be reviewed by the Governing Body Finance Committee.