



SHEFFIELD INCLUSION CENTRE

Building Brighter Futures

Charging and Remission Policy

Date of policy	Oct 22
Date approved	Autumn 2026
Date of next review	Autumn 2027
Signed	Headteacher

1. Admissions

There is no charge for admissions.

2. School meals

There isn't currently a charge for any of our students regardless of whether or not they have a free school meals entitlement

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school

4. Activities that take place during school hours

There is no charge for activities during school hours.

There is no charge for transport during school hours to school-organised activities.

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the National Curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- the costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place *partly* during school hours either on or off site

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on the activity if the travel itself occurs during school hours.

In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

8. Music tuition within school hours

The school will not charge for music tuition

9. Extended services

We provide a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes,
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

10. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

11. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.