

Policy Title:	Charging and Remissions Statement
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Change Record

Version	Date	Description
1.1		
1.2		
1.3		
1.4		

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

Charging and Remissions Statement

1. Academy Responsibilities

In order to comply with our funding agreement and articles of association, Primitas Learning Partnership expects all of our academies to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits... whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Furthermore, PLP expects each of our academies to do this in a way which is regulated by a Charging and Remissions Policy which ensures compliance with:

- Advice from the Department for Education (DfE) on [charging for school activities](#).
- [The Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

2. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

3. Roles and Responsibilities

3.1 The Local Governing Body

Primitas Learning Partnerships delegates responsibility for approving the Charging and Remissions Policy for each academy to the appropriate Local Governing Body.

Each Local Governing Body also has overall responsibility for monitoring the implementation of its policy for their particular academy.

3.2 Headteachers

The headteacher in each academy is responsible for ensuring that:

Staff are familiar with their academy's Charging and Remissions Policy.

It is being applied consistently.

It is being reviewed and updated regularly in readiness for approval by their Local Governing Body.

3.3 Staff

In each academy, staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying their headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

Each academy will provide their staff with appropriate training in relation to this policy and its implementation.

3.4 Parents/Carers

Parents/carers are expected to notify appropriate staff or the headteacher of their child(ren)s academy of any concerns or queries regarding the charging and remissions policy.