



**Fulston Manor Academies Trust**  
**Charging and Remissions Policy**  
Fulston Manor School  
South Avenue Primary School

**Version (Date):**

**February 2026**

**Review (Date):**

**February 2027**

**Member of Staff Responsible:**

**Mrs S Francis**  
**Trust HR & Business**  
**Director**

## **POLICY ON CHARGING AND VOLUNTARY CONTRIBUTIONS**

### **CHARGES AND CONTRIBUTIONS**

#### **LETTINGS**

The Trustees will review all charges for lettings of school premises on an annual basis in line with the Finance & Lettings Policies.

#### **TRIPS AND ACTIVITIES**

Where permitted to do so under current legislation it is the Trustees' policy to charge the full cost or to ask for a voluntary contribution equivalent to the full cost for all activities, visits etc. outside school premises, and in school activities provided by external groups which are additional to the curriculum, so that as far as possible all such activities are self-financing. In line with legislation, Trustees regard all visits outside term-time, at weekends, involving an overnight stay or held wholly after the end of the normal school day as being chargeable. A proposed activity for which voluntary contributions are requested may be cancelled if insufficient contributions are forthcoming.

#### **MATERIALS FOR PRACTICAL LESSONS**

Where students make items in practical lessons and wish to retain them, payment shall be requested for the cost of materials used.

#### **SCHOOL VOLUNTARY FUND**

Parents shall be requested to donate a voluntary contribution per student upon entry into Year 7 (reduced pro-rata for entries in other years). The contributions requested for the following academic year shall be notified by the Headteacher/ Head of School in the Summer Term.

The School Voluntary Fund shall be spent both on items that are of benefit to the whole school and on items which benefit individual students, principally those whose families are in financial difficulties. The Fund shall be spent on a variety of items including:

- Contributions to the expenses of teams or individuals in competitions
- Subsidising school visits and other extra-curricular activities, covering all or part of the costs attributable to students whom would otherwise not be able to participate.
- Presentations Evenings, Sports Day – whole school events.

The Fund shall be audited by an external auditor each year.

#### **NON-ACCIDENTAL DAMAGE**

Parents will be required to pay for any damages which may be occasioned solely through the misconduct, recklessness or carelessness of their son/daughter to the School, person or property of any other parties, on the understanding that such agreement should not be interpreted as in any way precluding possible access to insurance claims or other means of redress should such access be deemed more appropriate.

The School will always seek to recover all costs and charges incurred with regard to reinstatement after damage to school facilities, infrastructure, furniture or assets, where an individual or individuals are identified.

Charges for damages may include third party contractor costs, and school Site Team working time costs.

Where more than one individual or several individuals are identified as directly causing or contributing to damage, a percentage will be apportioned based on proven culpability.

Culpability of individuals with regard to damage liability will be established by:

- Written statements of admission by those identified.
- Corroborative written statements by witnesses.
- Review of Closed Circuit Television (CCTV) footage.

Parent/Carers will be directly invoiced by the school. A staged payment period will be considered by the Headteacher on application and subject to mutual agreement.

Overdue invoices (whether partially or fully outstanding) for payment will be pursued through the school/Trust for recovery.