



Charging Policy

School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: March 2026

Signed by Chair: Mr D. Hains

Headteacher: Ms E. Rothlisberger

Review Date: Feb 27

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on a bi-annual basis by Jigsaw's Management Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the unit will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable activities:

The unit may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 1. (a) Part of the National Curriculum.
 2. (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 3. (c) Part of religious education.

Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.