



Charging & Remissions Policy

Reviewed: Autumn 2020

Next Review Due: Autumn 2021

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Hurst Green Infant School and Nursery

Charging & Remissions Policy

Governors' Committee Responsible: Full Governing Body

Links to Other Policies: Lettings

Review Period: Annually

Status: Statutory

Aim

The aim of this policy is to set out the circumstances in which charges will or will not be made for School activities and when charges may be waived.

The school wants to provide a range of experiences to enrich and extend pupils' learning and contribute to personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra curricular activities. However some of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents / carers are charged for the cost.

The policy sets out what we charge for, how we will try to make it manageable for parents / carers and how we will help parents / carers with limited incomes.

Policy statement

The policy must comply with the requirements of the Education Act 1996, the LA Charging and Remissions Policy for School Activities provided or arranged by the authority and the provisions in Section J (Charging & Remissions).

Voluntary contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

The contribution will be voluntary and if the parent / carer is unable or unwilling to pay the child will not be excluded from the activity. However if sufficient contributions are not received the activity may be cancelled. Parents / carers will be advised of this when the voluntary contribution is requested.

Chargeable costs

Charges will be made for materials, books, instruments or equipment if the parents / carers wish the pupil to own them.

This means we can charge for:

- Materials used in technology if the child is expecting to take the finished product home
- Cookery ingredients if the child will take the result home
- Trips which are not part of the school curriculum or are outside the school day
- After school clubs

We can charge for music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of children.

The charge will not exceed the actual cost of providing the optional extra activity. Agreement for the charge will be obtained before the optional extra activity is provided.

Activities run by a Third Party

Where activities are run by a third party outside school hours, the third party will charge parents / carers directly for the cost.

Breakages and Fines

The Governors reserve the right to ask parents / carers to pay for the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil / user's behaviour.

School Uniform

The Governors have arranged for certain items of school uniform to be available through the school. The items must be paid for, but the charge will not exceed the actual cost of providing the uniform (including delivery and a small admin fee).

Pupils will not be treated differently according to whether or not their uniform is purchased through the school or through a high street retailer.

A small selection of second hand uniform, donated by other parents / carers, is available to any parent / carer who wishes to use it in exchange for a voluntary, nominal contribution.