

# Harold Wood Primary School



## **CHARGING AND REMISSIONS POLICY**

| Date Completed and<br>by whom       | Date to be reviewed in the<br>future |
|-------------------------------------|--------------------------------------|
| September 2025<br>Miss K. Alexander | September 2026                       |

The policy of the Governors of Harold Wood Primary School in relation to charges levied for certain school activities are in line with the requirements of The Education and Inspections Act 2006.

## **BASIC PRINCIPLES**

The Governors are anxious to ensure that the quality of education provided and equality of opportunity are maintained and enhanced, and the basic principle is that no pupil at the school will be excluded from such activities because of cost. Harold Wood Primary School believes that all pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means.

## **VOLUNTARY CONTRIBUTIONS**

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. Voluntary contributions of parents (or carers/guardians) towards such activities are welcomed, but no pupil will be excluded from an activity because his or her parents (or carers/guardians) cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents (or carers/guardians) who wish to pay in this way.

For certain activities, parents (or carers/guardians) may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents (due to budget restraints), this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned or transferred to the next activity. Contributions will not exceed the actual cost of each activity.

Examples where parents may be asked for a voluntary contribution include:

- ❖ Swimming
- ❖ School Trips
- ❖ Enrichment activities e.g. external theatre groups visiting the school
- ❖ Charity Non-uniform Days

Any school trip that upon conclusion shows that income raised is in excess of costs incurred and where the excess amounts to less than £5.00 per contributor, the excess will be retained by the school for use within the school budget. It is considered that the cost of administering a refund to each contributor would exceed the excess value.

If it is necessary to cancel a school trip because of lack of voluntary contributions, the contributions paid by parents will transfer to the next trip. If the amount for the

following trip is lower than the previous trip, and amounts to £5.00 or less, then this amount will be retained by the school for use within the school budget.

### **RESIDENTIAL VISITS**

Trips taken out of school hours, e.g. residential visits to Kingswood or Stubbers, are deemed 'optional extras' and participation is based on parents' choice and their willingness to meet the charges that are made. The full cost of the trip will be made clear to parents. In certain circumstances, special consideration is given to children who receive Free School Meals through the Pupil Premium Funding. The Governors may also agree to assist other families in certain situations, and each case will be treated individually and in confidence. For parents paying for these trips, a system for parents to pay in instalments has been established. The deposits for the residential visits is non-fundable to parents.

### **BREAKFAST CLUB AND AFTER SCHOOL CLUB**

The school will charge parents for these services, out of school hours, in line with the published scale of charges, which is approved by the Governing Body on an annual basis.

### **ANCILLARY SERVICES**

The school may offer additional non-educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is one-off, the Headteacher or Governing Body may approve the charge.

### **LETTINGS**

The school will make its facilities available to outside users in line with the published scale of charges, which is approved annually by the Governing Body.

### **REMISSIONS POLICY**

If a parent (or carer/guardian) of a pupil is in receipt of Free School Meals (Pupil Premium), the Headteacher or Governing Body may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances, i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Infant Free School Meals not in receipt of Pupil Premium.

## **EXTRA CURRICULAR ACTIVITIES RUN BY EXTERNAL PROVIDERS**

External providers will set and collect their own charges. As at September 2021 this applies to Music Lessons, but will also apply to any other activities, which are subsequently provided from an external source.

## **CHARGING FOR FINISHED PRODUCTS**

A charge may be levied to cover the cost of materials/ingredients for subjects such as design and food technology, or during special theme events. This enables the finished products to be consumed in school or taken home.

## **BREAKAGES AND DAMAGES**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher may decide that it is appropriate to make a charge. Each incident will be dealt with on its own merit and at the Headteacher's discretion.

## **EXCEPTIONS**

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

The school may at times charge for books and materials that the parent wishes to keep (the cost will be made clear to the parents before the charge is made).