



The Horsell Village School

Charging and Remissions policy

This policy aims to identify and clarify those areas where schools may either charge or seek financial contributions from parents.

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities and trips can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Compulsory charges will not be made for any activities, which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Activities outside school hours** The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours.
- **Charging in Kind** The cost of materials, ingredients (or provision of them by parents) for practical Subjects, e.g cooking

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given. However, whilst the school is in receipt of Pupil Premium funding, these can be used to support the children who trigger this funding only, shortfalls may be made up from voluntary donations or unofficial school funds, in order to meet the cost.

Breakages

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

General

The Governing Body may, from time to time amend the categories for which a charge may be made.

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Remissions Policy

Where the parents of a pupil are in receipt of state benefits, which would entitle their child to receive free school meals, the Governing Body will remit in full the cost of any trip.

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will make authorisation of remission.