



# Holly Park School

## Governors' Charging & Remissions Policy

### **1 Introduction**

- 1.1 The Education Reform act 1988 came into force in April 1989; it brought about new regulations concerning payment for trips and activities, and made it a legal requirement for Governors of all schools to write a charging policy
- 1.2 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards the personal and social education of the children
- 1.3 The Governors aim 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

### **2 Purpose**

- 2.1 In order to ensure that correct procedures are followed and no child is excluded from a visit or journey because they cannot afford to pay, a clear charging and remission policy must be known and understood by all parents

### **3 Guidelines**

- 3.1 No charge can be made for transport for costs for pupils travelling between school and where education is being carried out in school time e.g. swimming

### **4 Charges and Voluntary Contributions**

- 4.1 Governors reserve the right to levy charges for the following:
  - Board and lodging for residential trips of one or more nights away from home
  - Music tuition that is not prescribed as part of the National Curriculum. Charges will be made for music, instrumental hire and tuition. This charge comes directly from B.E.A.T.
  - Transport, entrance fees and educational fees out of school hours. These are termed optional extras. The consent of parents and a willingness to meet extra charges will be sought before any bookings are finalised
  - Damage to or loss of books and or school equipment
  - Wilful damage to school property
- 4.2 Although there is no obligation on any family to pay, the Governors reserve the right to request voluntary contributions for the following
  - Activities during school hours including visiting theatre groups, day visits and school journeys. The contribution requested will not exceed the cost of the provision as no pupil should subsidise any other pupil

- The cost of materials, ingredients, (or the provision of them by parents/carers) for the following subjects e.g. art and crafts, needlework or cookery etc when there is a finished product and the parent has indicated in advance that they wish to own the finished product. It will be the responsibility of the parent to let the school know that they do not wish to own the end product where the request for ingredients or materials are made

4.3 Funds to subsidise activities are limited and the Governors intend to monitor the situation carefully

4.4 Where the parents of a child are eligible and in receipt of Pupil Premium the Governors will seek to remit half the cost of board and lodgings for the residential activity that it organises for the child, if the activity is deemed to take place within the school hours, or where it forms part of the National Curriculum. This will be done via a request to a local charity/Trust. In other circumstances, there may be cases of family hardship which make it difficult for children to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

## **5 Monitoring**

5.1 This policy is monitored on a day-to-day basis by the Headteacher, who reports to governors about its effectiveness. This responsibility has been delegated to the Finance Committee

## **Document Control**

### **Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Ann Pelham	Updated
1.2	September 2014	Govs Finance	Updated
1.3	October 2015	Govs Finance	Updated
1.4	October 2016	Govs Finance	Updated & reviewed
1.5	Autumn 2017	Govs Finance	Updated & reviewed
1.6	Autumn 2018	Govs Finance	Updated & reviewed
1.7	Autumn 2019	Govs Finance	Updated & reviewed
1.8	Autumn 2020	Govs Finance	Updated & reviewed
1.9	Autumn 2021	Govs Finance	Updated & reviewed

### **Signed by**

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors			

	Tim Graveney		
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## Distribution

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Date for next review
Autumn 2022