



CHARGING & REMISSIONS POLICY

Date policy approved	November 2009
Date policy reviewed	Autumn Term 2025
Date for next review	Autumn Term 2026
Committee responsible	FGB
Authorisation	Ryan Brown

AIM

At Hanslope School, we aim to make appropriate charges that will enable and encourage the development of a wide range of enriching activities for children and will also extend the use of our facilities for the benefit of the community.

PRINCIPLES

1. We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
2. Support is available towards part or all the cost of activities where there are financial difficulties or the family is in receipt of benefit.
3. We may charge where it enables an increase or enriches non-statutory extra curricular provision at any time.
4. We may make a charge to replace library books and learning materials which have been lost.
5. With the exception of fees for residential and music tuition we try to restrict voluntary contributions required from parents to an annual limit currently set at £30 and determined annually by the governing body.
6. We support the development of all community groups' use of school facilities through a flexible charging approach
7. The school reserves the right to charge to replace or repair any item which has been maliciously damaged.

KEY RESPONSIBILITIES

Governors

- will review and amend the charging policy
- will review annually the charges for supplies and services
- will monitor whether actual income is in line with anticipated income

Headteacher/Bursar

- will be responsible for drafting proposals for charges
- will provide reports for the Governing body
- Bursar will provide effective financial administration enabling efficient budget management by the Headteacher.

Bursar

- will manage the letting of school premises
- will maintain efficient and effective information systems

Site Manager

- will manage arrangements for the use of the school premises during each letting.

Users

- will abide by the terms and conditions of the booking and hiring contract

PROCEDURES

Curriculum Enriching Activities

Day visits and special activities which incur a cost

A voluntary contribution not exceeding the actual cost will be requested making it clear that no child will be prevented from taking part through non-payment. If the trip/activity is not viable due to insufficient voluntary contributions it may have to be cancelled.

Music instrumental teaching

Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from directing parents to apply to FEOFFEE or through the school's Hardship Fund. Charges are set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument; some instruments may be available for loan.

Extra curricular clubs organised by teaching staff

A charge may be levied for participation in extra curricular activities to meet the costs of materials and staffing as needed.

Residential visits

These form a key part of the education experience provided at Hanslope School. A voluntary contribution to assist towards the total cost will be sought for any residential experience arranged by the school. No charge is made to cover accompanying staff or supply teacher costs. Charges will include the cost of board and lodging (except for those students whose parents are in receipt of specific benefits, such pupils would pay for transport and activity costs only). If insufficient funds are available, due to not enough parents being willing to make voluntary contributions, a visit may have to be cancelled. Once places are allocated, deposits are non-refundable unless the places can be reallocated. In the event of a child not being able to fully participate in a residential visit, any reimbursement will be at the discretion of the Full Governing Body.

Letting of premises

The annual charges are set by the Governing body. The conditions of hiring and booking are laid down in the contract.

Arrangements for part or full remissions of charges

The governors may provide financial support from the school's hardship fund, or refer people for external grants, those families who are unable to meet the full cost of voluntary contributions or charges can apply for financial support to the head teacher. The governors will be informed in general terms of the total provided for each activity.

The governing body will support the development of all community groups' use of the school through a flexible charging approach.