

HARLOW FIELDS SCHOOL & COLLEGE



POLICY TITLE:	CHARGE & REMISSIONS POLICY
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ADOPTED:	OCTOBER 2023
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COMMITTEE:	PCPR
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DATE FOR REVIEW:	OCTOBER 2026
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AUTHOR:	KATHLEEN FAHERTY
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POLICY NUMBER:	HFP-39
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This policy was updated, to take effect from:	November 2023
School staff were consulted on this document and it was accepted by the personnel committee on:	N/A
Signed by Chair of C&PR:	

HARLOW FIELDS SCHOOL & COLLEGE CHARGING & REMISSIONS POLICY

Mission Statement: Harlow Fields School and College will teach learners to acquire the knowledge and skills they need to reach their full potential and to develop independent skills for life.

Parents are asked to send in healthy snacks for the mid-morning break. We do not ask parents to make any monetary contribution for snacks.

Pupils from Lower and Upper school take part in weekly community outings to the shops, library and other community facilities at no charge to the parents. Parents will be asked for a contribution to the cost of the outing if there is an admission charge or transport cost.

Post 16 students will access a wider range of activities for which parents may be asked to contribute to the overall cost in terms of admission charges and transport costs.

The school will ask for parental contributions for residential or other extended visits.

For those students who are required to wear school uniform parents can purchase uniform items from Create Identitee, www.createidentitee.co.uk

School dinners are charged at £2.40 per meal for Lower School Pupils and £2.70 for Upper School Pupils unless a pupil qualifies for free school meals. Pupils in year groups Nursery 1, Nursery 2, Reception, Year 1 and Year 2 qualify for Universal Free School dinners and will not be charged for school meals.

No contributions are asked for with regard to external examinations or for regular school based activities.

The school reserves the right to charge a nominal fee (normally the cost of reproducing documents) in relation to any documentation covered by the freedom of information act.

No pupil alone will be prevented from accessing a trip on a financial basis; however a visit might have to be cancelled, if insufficient donations are made.
