Hollybrook Infant and Junior Schools

Charging and Remissions Policy

Dream, Believe, Achieve, Care

At the Hollybrook Schools we aim to ensure that learning is meaningful, stimulating and challenging, reflecting the ever-changing world around us. We want to empower children to be independent, resilient, creative, collaborative, responsible and feel valued as members of the community with a passion for learning. We believe in educating the whole child, nurturing every child's talents to realise their potential and achieve their dreams.

Date Policy Written/Reviewed:	September 2025
Reviewed by:	Vince Mckeown
Review Frequency:	Annually
Next Review:	September 2026

Approved by: _____(Headteacher)_ **Date:**_____

Hollybrook Schools – Charging and Remissions Policy

The staff and Governors of The Hollybrook Schools believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. This policy seeks to ensure there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Policy Statement

We acknowledge that the schools must meet the statutory requirements laid down in the 1996 Education Act relating to charging for educational activities. We concur with the objectives behind this aspect of the Act which are detailed below. The objectives of the charging provisions in the 1996 Education Act are:

a) to maintain the right to free school education

b) to establish that activities offered wholly or mainly during normal teaching times should be available to all pupils regardless of their parents' ability or willingness to help meet the cost

c) to emphasise that there is no statutory requirements to charge for any form of education or related activity, but to give the local authority and schools the discretion to charge for optional activities provided wholly or mainly out of school hours

d) to confirm the right of local authorities and schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

Trips, Visits and Activities

School trips, visits and practical activities enhance the pupils' learning and broadens their knowledge and experience. The school may seek voluntary contributions for any activity organised by the school which takes place wholly or mainly during normal teaching time.

Non-contribution would not prejudice a pupil's place; however, unless most parents are prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly outside of school time will be charged for in such a way as to meet the entire costs of the activity.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

We would not seek to exclude any child whose parents are unable to fund the costs of a visit due to genuine financial hardship. In cases of genuine financial difficulty, parents will be invited to see the Business Manager/Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents make, having due regard to the family's financial situation.

Residential visits

Schools are entitled to charge for board and lodging. We will also request a voluntary contribution to cover the remainder of the cost of the trip e.g. travel and activities. A non refundable deposit will be required to secure a place on the trip. However, as with day visits, where voluntary contributions are insufficient to cover the costs involved the visit may be cancelled.

School Lunches

School Lunches are now paid for through a third party. Lunches are to be paid for in advance, prior to the child ordering a hot dinner. The provider will contact parents individually regarding any arrears. If debts are not paid by the parents in a

reasonable time a suitable packed lunch must be provided by parents/carers; no further lunches will be provided until full payment is received. In September 2014, the government introduced Universal Free School Meals for all children in Years R, 1 and 2, therefore, no charge for meals will be levied for children in Years R, 1 or 2. In Years 3, 4, 5 and 6 there is no charge for meals for children who are currently eligible for Free School Meals.

Design and Technology

No charge will be made for materials for design and technology activities. However, when a parent has indicated in advance that they wish to own a finished product, a charge may be levied to cover the cost of the items that could otherwise be reused. In cases of genuine financial difficulty, parents will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parent makes, having due regard to the family's financial situation.

Music tuition

There is a charge for individual or group music tuition that is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons to cover the costs of hiring the tutors into school. Parents are expected to cover the full cost of these lessons for a complete academic year.

Breakages and damage

There is no reference to breakages or fines in the Act's charging provisions. In accordance with our behaviour policy, where a child has wilfully damaged school property the Headteacher will decide, after carefully considering the context in which the damage took place, whether parents should be asked to contribute to all or part of the cost of replacing the damaged item.

Clubs and Activities

There may be a charge for extra-curricular clubs and activities held outside school hours led by Teachers. There will be a charge for extra-curricular clubs and activities run by outside agencies or Teaching Assistants. There may also be a charge for any resources required by the club e.g. sewing or art materials. Parents will always be advised of the costs involved when their permission is sought for the child to participate.

Books/ Equipment

Pupils/Parents will be charged the cost of replacing damaged or lost books.

Monitoring this Policy

The Headteacher will monitor all letters which go out seeking financial contributions to ensure they meet the statements of principle set out in this policy. The policy will be reviewed annually by the Governing Body. When reviewing the policy, the Headteacher will report to Governors on how the policy has been operating and whether it has been successful. In particular, the Headteacher will report on the numbers of parents seeking remissions of charges due to financial hardship, the percentage of parents who are unwilling or unable to make voluntary contributions, whether children are being disadvantaged because their parents are unwilling or unable to make financial contributions and whether activities are being unduly affected because of financial considerations.

This policy should be read in conjunction with the following policies:
Lettings
Health and Safety
First Aid
Safeguarding and Child Protection