



CHARGING AND REMISSIONS POLICY

Types of Parental Financial Support

There are two different kinds of parental financial contributions for school activities:

1. a **charge** to cover the cost of tuition and/or resources for optional activities additional to the curriculum e.g. specialised music tuition, extra curricular activities and
2. a **voluntary contribution** towards the cost of an activity that is held during the school day which is part of the curriculum e.g. school trips, cookery and special events.

General Policy Statement

The School reserves the right to charge in any circumstances permissible under the Education Reform Act 1988.

Whenever charges are made, these will be in accordance with the current guidelines of the Hampshire Education Authority and will also follow the guidelines of that Authority in certain defined situations of financial difficulty. No child will be prevented from taking part in a visit because of the inability to pay. Any parents who experience difficulties in providing the cost of a visit should contact the Headteacher to discuss the situation in the strictest confidence and to agree appropriate arrangements.

If, however, a substantial number of parents are unable to make voluntary contributions it may be necessary to cancel the visit.

Optional school trips outside school hours or residential expenses

If a charge is made for each pupil, this will not exceed the actual cost. If further funds need to be raised, for example, to help in hardship cases, these will be drawn from the school budget. The permitted charge will not include any allowances or costs of staff from the school who supervise the activity.

Pupil Premium

The Pupil Premium fund allocation is used to assist children who qualify for Pupil Premium. They are offered support with both day and residential activities, music tuition and other ad-hoc support where charges are due.

Loss / Damage to School Property

The Governors will normally expect full payment for the damage to or the loss of school property.

Freedom of Information requests

There may be charges associated to FOI requests – please see the link below.

https://ico.org.uk/media/1635/fees_cost_of_compliance_exceeds_appropriate_limit.pdf

Services for which the school will charge a fee

Parents can request assistance in completing passport applications (or requests for letters confirming their child attends school) however there is a small administration charge associated with the completion of such forms.

Noted by FGB: 17 October 2017

Next due for review: [October 2018](#)