

Helpringham Primary School	
Document Name	Charging and Remissions Policy
Date Reviewed	September 2018
Next Review Date	September 2019

1. Purpose

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

2. Policy

Charging

The Governing Body *reserves the right* to make a charge in the following circumstances for activities organised by the school:

- i School trips and residential visits : All costs;
- ii Activities outside School hours : All costs;
- iii Materials : A contribution towards the costs of materials purchased by the School in relation to items produced by students which will be taken home for personal use;
- iv Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- v Examination fees: if a pupil has not regularly attended the lessons for a particular examination subject, the examination fee may be requested.

If, without a medical certificate explaining the reason, a pupil fails to complete examination requirements for any public examination for which the School has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made, which are not supported by the School.

If a late exam entry fee is the direct result of actions by a pupil or parent(s), the Governing Body may seek to recover the fee from the parent.

Remissions

The Governing Body may remit charges in full or in part to parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. In certain circumstances this could apply to pupils for whom the School is in receipt of Pupil Premium. The Head Teacher will authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.