



**HANNAH MORE**  
PRIMARY SCHOOL

**Policy Title:** Charging and Remissions Policy

**Date Drafted:** 04.2013

**Date Ratified by Governors:**

**Effective From:**

**Date for Renewal:**

**Signed by the Headteacher:**

**Policy Structure:**

1. *Purpose*
2. *Introduction*
3. *Voluntary Contributions*
4. *Residential Visits*
5. *Music Lessons*
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## **1. Purpose**

We believe that: All our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure 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.

## **2. Introduction**

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside school hours where these are not a necessary part of the national curriculum, and request voluntary contributions for activities to support National Curriculum learning.

## **3. Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it may have to be cancelled.

## **4. Residential Visits**

At Hannah More we subsidise the cost of residential visits for all children. The remaining charge is passed on to parents, including contributions for board, transport, admission and activity costs. However, parents who are unable/unwilling to pay this reduced cost may apply to school, who may, at the head's discretion and as funds allow, support more of the cost from school funds.

Parents/Carers need to speak to the school to make this request. We also arrange for payments to be made in instalments.

## **5. Music Lessons**

A charge is permitted for individual or small group instrumental music tuition undertaken in school hours. Children eligible for free school meals may receive subsidised tuition through the pupil premium.

## **6. After School Activities**

The school provides a range of out of hours activities to enhance the statutory curriculum. Most of these incur no cost to parents. However, the school is permitted to charge for these activities if they are run by an external provider. Where a charge is applicable the school may use pupil premium funds to subsidise costs for children eligible for free school meals.

## **7. More for Kids Club**

More for Kids Club runs after school during term time and all day in the holidays. It offers a play based childcare service for working parents. The school subsidises the cost of childcare at More for Kids through raising funds from charitable and other sources. The school also raises funds to offer free places at the club for children identified by the school as needing support to develop their social interaction and/or speech and language skills. All other places are charged for.

## **8. Charges for losses and breakages**

The school will request parents to pay for loss of or damage to school property at the discretion of the Headteacher and/or Governing Body.

## **9. On-line Payments**

A small charge may be made to cover the cost of administration for payment.

## **10. Recovery of unpaid charges**

Governors have considered the cost of recovering unpaid charges for activities to which parents have previously agreed against the sums involved, and have adopted the policy of requesting payment in advance of all voluntary contributions and permissible charges.

## **11. General**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.