



Harrold Lower School

Charging and Remissions Policy

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to Bedford Borough's Policy Statements on charging and is reviewed on an annual basis by the school

Governing Body's Resources Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a
- voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

1 Charging

Charges will be made for the following

- Activities or trips which take place mainly or wholly outside of school hours (unless they are a necessary part of the National Curriculum, Religious Education or an essential part of a syllabus for an approved examination)
- For activities which take part 'outside' school hours, the following 'optional extras' may be charged
 - Travel costs
 - Insurance costs
 - Materials, books and equipment
 - Non-teaching staff costs
 - Entrance fee costs
- Parents are asked to agree to paying for or contributing towards, the cost of replacing school equipment, should such equipment be lost or damaged. In particular, books must be cared for – charges will be made or their replacement.
- Should a pupil deliberately damage or destroy any equipment, fixture or fitting of the school, or property of another person, the governors may require the parents or pupil to be charged for all or part of the cost of replacement or repair. Charges may be made for teaching either an individual pupil, or pupils in a group of up to 4, to play a musical

instrument, if the teaching is not an essential part of the National Curriculum or public examination syllabus being followed by the pupil.

- Board and lodgings on residential visits (subject to remission arrangements).

2. Voluntary Contributions

- Parents will be asked for Voluntary Contributions to cover costs for activities or trips which take place during school hours
- Parents will may be asked for Voluntary Contributions towards the cost of materials used in Design Technology. In EYFS / Reception parents may be asked for a contribution towards consumables such as play dough ingredients and messy play resources to enable us to offer a fuller range of experiences.
- No child will be treated differently according to whether their parents have made a contribution or not. However, if the voluntary contributions are not forthcoming or sufficient the event may be cancelled.
- Since after school clubs are not a necessary part of the National Curriculum, parents will be asked to make payment in full and in advance for these activities. However, if a family is experiencing financial difficulties and the staff feel that it is important for a child to attend a particular club, then each case will be considered on its own merit and any charge may be waived.

Remissions Policy:

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance.

Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Further Reference

[Charging for School Activities](#)

Departmental advice for governing bodies, school leaders, school staff and local authorities

October 2014

Reviewed by: Harrold Lower School Staff and Governing Body

September 2015