

Hatherley Infant School



Charging and Remissions Policy

'Learn and Grow Together'

Agreed: March 2016
Reviewed: September 2017
Next review: September 2020

We want to ensure your needs are met. If you would like this document in any other format, please contact us:

admin@hatherley-inf.gloucs.sch.uk

Statement of Intent

The Governing Body wishes to ensure that all pupils have access to a wide range of educational experiences, some of which are dependent on financial contributions in whole or in part from parents.

Introduction

The school wishes to provide for pupils, the best possible educational opportunities available within the funds allocated. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses this principle and is committed to these requirements. It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. The Governing Body may therefore ask parents/carers for a voluntary contribution towards the cost of some activities such as educational visits. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to the minimum and to ensure, as far as possible that all children are able to take part, irrespective of their circumstances.

The Governing Body recognises that any such 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 contributions to make such an activity possible and there is no other way to make up the shortfall, then the activity will be cancelled or reduced and amended as appropriate.

Legal Framework

The following documents set out the legal framework on charging for school activities in schools maintained by Local Authorities in England and Wales; Sections 402, 450-458 of the Education Act 1996 and The Education (School Sessions and Charges and Remissions Policies (Information) (England) Regulations 1999.

Charging

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

- No charge will be made for materials or equipment. However for certain practical activities (Design Technology, Cookery, etc) parents will be invited to pay a nominal amount on a voluntary basis, or to supply the required materials or ingredients.

The Governing Body will charge for the following:

- Any materials, books or equipment where the child's parent wishes them to own them.
Classroom Materials
- Any books or materials lent by the school which are subsequently lost or damaged by the child (e.g. reading books).
- Optional extras such as additional education/clubs (including books and materials as above) provided outside of school time and that is not part of the National Curriculum.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating.

- **Day visits**

The school will ask for voluntary contributions to offset the cost of some educational trips and visits that will take place during the school day. It will be made clear in communication about the activity that unless sufficient contributions are received, the activity may not proceed.

Remissions

Charges may be waived or reduced for children whose parents have financial difficulties in meeting the full cost. In such circumstances parents who wish to discuss this further should contact the Headteacher in confidence.

Monitoring and Review

The Governing Body will review this policy and monitor its implementation.

Conclusion

The Governing Body hope that parents will continue to support the various activities that School organises for children. This policy should not in any way limit the experiences provided and supports the principle that no child should be excluded from, or unable to take full advantage of any activity offered.

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.



HATHERLEY INFANT SCHOOL

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Date:

Dear Parent or Carer

Lost or Damaged Book(s)

It has come to our attention that your child has lost or damaged a school book that has been taken home on loan.

We are sure you appreciate the cost of replacing lost or damaged books. In line with our school charging policy, we are asking for a payment of £2.00 to cover the replacement of the book.

The reimbursement may be made either in cash or cheque made payable to Hatherley Infant School.

Thank you for your cooperation in this matter.

Yours sincerely

Mrs Julie Gardener
Headteacher