

## **Holycroft Primary School** **Charges and Remissions Policy**

### **Rationale**

The governors are required by the Education Reform Act 1988 to have a policy for charging and remissions for school activities. This policy has been produced following guidelines issued by the LA.

### **Intentions**

To give clear guidance to all concerned about which activities can be charged for.  
The school will indicate when a subsidy may be available to help families.  
To give clear guidance to parents regarding voluntary contributions.

### **Guidelines**

1. Visits during school time  
No charges will be made.  
Parents will be asked to make a contribution towards the cost. If the contributions are not enough for the trip to be viable parents will be informed and the trip cancelled. No child will be left out because they have not paid.
2. Visits outside school time  
Charges may be made and only children who have paid will go. A subsidy may be available to families who have difficulty in meeting the full cost of the trip.
3. Residential visits during school time  
Charges will be made for board and lodgings expenses. Parents may be asked to contribute to other costs. Children who do not pay board and lodgings expenses will be excluded from the visit. A subsidy may be available to families.  
Children can also be excluded for not making voluntary contributions.
4. The following statement will be included in letters requesting voluntary contributions:  
We are asking parents to contribute \_\_\_\_\_ towards the cost of the visit. If we do not receive sufficient contributions the trip will not take place.
5. Breakfast Club  
*A charge of £1 per child, per day will be made for breakfast club. This will be on a pay as you go basis.*

### **Monitoring**

The effects of the policy will be monitored by the headteacher and governors to consider hardship to families or any damaging effect on our policy for school visits.

### **Remissions**

In cases of family hardship which make it difficult for pupils to take part in a particular activity for which a voluntary contribution is requested, parents are invited to apply in confidence for the remission of charges in part or in full. Authorisation of the remission will be made by the headteacher.

**This policy should be monitored and reviewed annually or as and when legislation changes.**

Signed

Chair of Governors

Reviewed January 2018