

Charging & Remissions Policy

Highwood Primary School



Approved by:

Governing Body

Date: February 2025

Last reviewed on:

February 2025

Next review due by:

February 2026

The Governing Body of Highwood Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

- School Journeys in School Hours -The board and lodging element of approved residential activities deemed to take place in school hours.
- Activities outside School Hours - The full cost to each pupil of all activities deemed to be optional extras taking place outside school hours.
- Individual Instrumental Tuition -The cost to the pupil for providing any instrumental tuition through the Local Authority peripatetic scheme or other tutors.
- Charging in Kind - The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: CDT, Science, Art/Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.
- Damage to property - The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

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 additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

REMISSIONS

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity parents will be invited to discuss in confidence the possibility for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of Governors.