



**Holtsmere End Junior School**  
**Charging and Remission Policy**  
**Date: Autumn 2016**  
**Review Date: Autumn 2018**

***The Governing Body wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parent's ability to pay.***

They have, therefore, adopted Hertfordshire Local Authority's charging and remissions policy:

The authority's policy is to charge for the following areas of activity as permitted under the Education Reform Act 1988:

- Board and lodging on residential visits
- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
- Optional extra activities which take place wholly or mainly outside school hours but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made
- The cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics and craft, design and technology if parents have indicated in advance a wish to own the finished product

The charge for the board and lodging costs of a residential visit will be remitted in the case of pupil premium children which may apply if the education provided on that visit must otherwise be provided free, i.e. the activity takes place wholly or mainly in school hours and/or is provided as part of the syllabus for a prescribed public examination or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The authority operates a remission policy in relation to individual tuition in the playing of a musical instrument.

#### Charging

In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. No child will be excluded from participating in the activities because of non-payment of the contribution, but it is necessary that a substantial number of parents contribute before the activity can go ahead. If sufficient voluntary

contributions are not forthcoming the school will need to consider whether or not the activity can take place.

In the case of activities partly during the school day and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential journey. The Head Teacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will remit those they feel are necessary from the school's budget.

The Governing Body may also charge for the cost of repair and/or replacement of items loaned and subsequently damaged or lost.

#### Remissions

The school will never seek to profit from any charges for school events. It is important that the costs of each event are fully covered by the charges made. Costing will be based on the total of all predicted expenses divided by the number of pupils expected to take part, rounded up to the nearest 50p. The costing will be submitted to the Headteacher for approval before sending requests to parents. At the end of each event any surplus or deficit will be calculated on the costing sheet and confirmed in the account records.

Any surplus of less than £3 per pupil for day visits and £6 per pupil for school journeys will be retained in school funds. Parents will be informed of any amount above those stated and offered a refund which will need to be claimed back within a period of 2 weeks. After this period, any claims not made will result in the surplus being retained in school funds.

If a trip is cancelled a full refund will be given. If a child is unable to attend due to medical grounds, a doctor's letter or certificate must be provided in order for the school to make a refund.