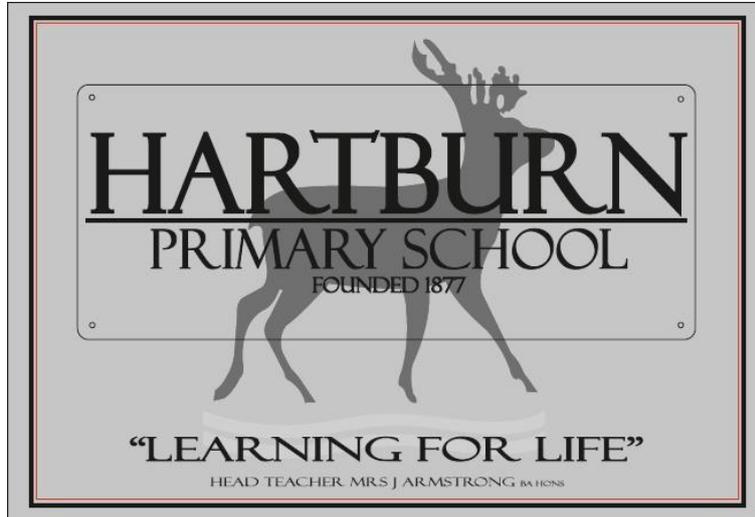


Charging and Remissions Policy



September 2019

Head Teacher	Mrs. J. Armstrong
Designated Governor	Mrs. K. Steven

School staff were consulted on this document and it was accepted	16 th September '19
Approved and ratified by the Governing Body	16 th October '19
The policy will be reviewed	17 th September '20

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POLICY STATEMENT

Hartburn School recognises the valuable contribution that the wide range of additional activities such as educational visits, clubs or residential experiences can make towards a child's education.

We aim to promote and provide such activities both as part of the broad and balanced curriculum for all the children of the school, including those with special educational needs and disabilities, and as additional optional activities, however we need the financial support of the parents.

The law allows schools to charge parents for activities which fall outside the school curriculum. Schools cannot charge for activities which either form part of the curriculum or take place mainly in school time. However, schools can ask for voluntary contributions for these kinds of activities. There is no obligation to contribute, but without sufficient parental contributions, these activities are difficult to sustain.

At Hartburn we ask for voluntary contributions for travel, admission and other incidental costs for both residential and day visits.

LOST OR DAMAGED BOOKS

We accept that at times, reading or textbooks may get lost at home. However we do not accept books that are marked or damaged at home, and parents are asked to make a contribution towards a replacement.

WILFUL DAMAGE TO SCHOOL PROPERTY

Whilst we accept that accidents happen and children should not be blamed for accidental damage to equipment or the fabric of the school building, we do not accept "no blame" if the damage was deliberate, for example defacing school books, writing on walls or furniture, deliberate breaking of windows. The governors reserve the right to charge parents for the cost of repair or replacement.

REMISSIONS POLICY

The Head Teacher will, with discretion, exempt those experiencing hardship from charges. E.g. when a parent has more than one child taking part in an activity and is in receipt of free school meals. Parents who approach the Head Teacher will be dealt with in confidence.

REQUESTS FOR INFORMATION

Within the Freedom of Information Act, schools may be asked for information which could incur charges. The governors reserve the right to charge for producing any information which may, for example, require large amounts of photocopying.