



Holy Trinity CE School.

Charging and Remissions Policy

Policy Review

The policy was last reviewed and agreed by the Governing Body in September 2023

It is due for review September 2025 (or sooner if updates are required).

Signature

Date

Head Teacher

Signature

Date

Chair of Governors

CHARGING AND REMISSIONS POLICY

(Based on the guidance provided in the 'Governors' Guide to the Law' and as permitted under the Education Act 1996)

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- equipment or property which has been damaged;
- school funds generally.

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against.

Letters sent to parents regarding visits make it clear that voluntary contributions are being sought to cover the cost of the visit and that the visit will not take place if voluntary contributions are not sufficient to cover the cost of the visit. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

No child will be stopped from taking part in a school visit/activity if parents refuse to contribute to the cost of the visit. The school policy for equal opportunities indicates that all children should have the opportunity to take part in a visit/activity if they so wish.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the School cannot charge for the educational or travel elements.

Breakfast and After-School Clubs

A charge is made for attendance at Breakfast and After-School Clubs. The charge will be set by the School Governors. Any funds which remain surplus after all expenses have been taken from And After-School Clubs income will be used to improve resources and facilities provided for And After-School Clubs members. Charges are set to ensure all related costs are covered. The Breakfast and After-School Clubs are provided by the school as a service and not as a profit making concern.

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school. East Herts Music Centre deal with Music tuition charges at Holy Trinity CE School separately.

Parents will not be given refunds for missed music tuition unless the music teacher has been unable to attend the lesson, in which case the lesson will be credited by East Herts Music Centre.

Refunds

Parents whose children do not take part in a particular activity for which they have been charged or given a voluntary contribution may request a refund. Deposits for residential trips are non-refundable.