Charging and Remissions Policy 2026-2027

APPROVED AND ADOPTED

Policy Author: Headteacher
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Hatch Warren Junior School

Charging and Remissions Policy

Aim: To follow the basic principle – that education should be free of charge if it takes place during school hours.

Introduction

This policy has been formulated in accordance with DFE guidance Charging for School activities (May 2018)

At Hatch Warren Junior School, we aim to make appropriate charges, which enable and encourage the development of a wide range of enriching activities and uses of our facilities. The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Voluntary Contributions

Voluntary contributions will be sought from parents for activities, including educational visits and special visitors into the school (e.g. theatre groups) which are considered valuable and which the school is unable to otherwise fund. However, individual pupils will not be excluded from any activity where parents decline to make a voluntary contribution. This will be made clear in the letter to parents and no child subsidises any other child. Some costs may be met from the school budget, but if this is not possible the activity will be cancelled and contributions already made returned. Where the parents of a child are unwilling or unable to meet any one of the charges the school may make, they can apply, in confidence, to the Headteacher for the remission of charges in part or full. School in certain circumstances, will use the pupil premium grant to ensure that vulnerable children are not excluded from the opportunities offered due to cost.

Residential activities

All of our residential activities are optional and the school is unable to provide these opportunities unless they are able to cover the costs of the trips through parental contributions. Payment for residential activities will be made up of two parts. We will make a charge to cover board and lodging costs. This will not exceed the actual costs incurred. We will seek to cover the other costs of the trip: transport, tuition and supervision (where not provided by school staff) by voluntary contributions. Parents who wish to see the breakdown of the cost of residential activities can contact the school office. The school will aim to support parents who are experiencing genuine financial difficulties, or who are in receipt of benefits, to enable their children to participate in the residential opportunities and in some cases these parents may be exempt from paying the cost of board and lodging for their child. Parents who feel they are unable to meet the costs of residentials or who are in receipt of benefits are invited to speak to the Headteacher or the Admin Officer in confidence.

Musical instrument tuition

We are able to offer pupils some additional musical instrument tuition **at parental request.** This is in addition to the normal music lessons which are delivered in school as part of the National Curriculum. Charges will be made for teaching either an individual pupil, or small groups of pupils, to learn to play a musical instrument under the tutelage of a peripatetic music teacher. Should parents of children who are in receipt of pupil premium funding wish their child to access these additional opportunities, they are invited to speak to the Headteacher in relation to costs. Should a child who is looked after by the local authority (LAC) wish to undertake additional peripatetic music lessons the school will meet the costs of these lessons. We give parents information about additional music tuition at the start of the academic year and parents are advised that fees are payable termly but that there is a commitment to pay for the whole academic year. No refunds will be available due to the school's financial commitment to the music services. The charges that are made for peripatetic music lessons are designed to cover the cost incurred from Hampshire Music Service.

Swimming lessons

Children complete swimming lessons as part of the national curriculum requirements. The school chooses not to charge parents for either the cost of the lessons or for the cost of transportation to and from the swimming baths.

After School Clubs

The school is committed to encouraging a wide range of extra-curricular activities that enhance the curriculum, provide enriching experiences for pupils and promote opportunities to work co-operatively with others. After School Clubs run from 3:30pm to 4:30pm for a period of 10 weeks each term. Places must be booked at the beginning of the term and will be invoiced via Arbor at the time of booking. Payment must be made at the time of booking to secure a place. Charges cover the full 10-week programme and are calculated solely to meet the costs of running the club, including staffing and resources; the school will not make a profit from these activities. As costs are incurred in advance, refunds cannot be given for sessions missed due to illness or other absences. Where the school cancels a club, parents will be informed and will be asked to contact the office if they would like a refund. Where extra-curricular activities, such as dance or specialist clubs, are provided by external agencies outside normal school hours, the full cost must be met by parents/carers directly to the provider. Children in receipt of Targeted FSM are entitled to one free after school club (10 weeks) per term and parents are encouraged to contact the office prior to booking clubs to arrange this.

Visitors

To enhance the curriculum, children will be given opportunities to go on visits during the school day. There may also be visitors who come into school, e.g. theatre groups, authors etc. Parents will be asked to make a voluntary contribution towards the cost of such events.

Illness and non-attendance.

Whenever a child misses a school trip due to illness or other exceptional circumstances and the school does not incur costs for that child, a refund will automatically be offered to the parent for that aspect of the trip. For example, we may be able to refund entrance fees but not the cost of travel. If, however, the school has paid for the full cost of the trip already, it may not be possible to refund any element.

Payment for damaged school property

We believe that, as part of a child's education, they should take responsibility for their actions. Therefore, when deliberate damage to school property occurs, the action will be reported to the parents of the child and, where appropriate, a request that a contribution

towards costs be considered. Where damage is to another pupil's possessions, the school will inform the parents of the pupils involved and aim to resolve the matter amicably.

Breakage, Damage, Defacement and Loss

The governing body will, at its discretion in each case, recoup from pupils or pupils' parents, costs incurred by the breakage, damage or defacement of the school site or premises and through breakage, damage, defacement and loss of, or failure to return, school books, equipment or other property.

The governing body will, as permitted under the Act, consider having recourse to civil action in the courts for debts incurred around the above when such action is deemed to be necessary and appropriate

Lettings

The school will make a charge for the hire of the school premises to external companies if they wish to make use of our facilities to run an after-school club, external club or social group. This decision is down to the discretion of the Headteacher.

The charges will apply as follows;
£40.00 per hour for the hire of the school hall
£12.00 per session for the hire of the school field (external access only)
These charges will be reviewed bi-annually in line with the review of this policy.

Charges for photocopying and printing

Documents that are made available on the school website can be made available to parents in paper form free of charge. Parents should contact the school office if they require these documents as hard copies.

School Photographs

Whenever opportunities arise to purchase such items, parents are informed that they are under no obligation to buy.

Fixed Penalty Notices

Under the national framework for school attendance, which came into effect on 19 August 2024, a Fixed Penalty Notice (FPN) may be issued where a pupil has unauthorised absence from school. A Fixed Penalty Notice is an alternative to prosecution and may be issued to parents who fail to ensure their child's regular attendance at school.

A Fixed Penalty Notice is issued at £160 per parent, per child, reduced to £80 if paid within 21 days for a first offence. If not paid within 21 days, the full amount of £160 must be paid within 22-28 days. If a Penalty Notice has previously been issued in the preceding three-year period in respect of the same child, if required, a second Fixed Penalty Notice will be charged at £160, payable within 28 days, with no reduction available. A maximum of two Fixed Penalty Notices may be issued to a parent in respect of the same child within a three-year period. Further offences may result in prosecution.

At Hatch Warren Junior School, a request may be made to the Local Authority to issue a Fixed Penalty Notice where a pupil has accumulated 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period, and where it is considered appropriate in the circumstances of the case. Unauthorised absence may include:

- A child has been absent from school due to an unauthorised term-time holiday.
- A child has accumulated unauthorised absences that meet the national threshold of 10 sessions within a rolling 10-school-week period.

- A child regularly arrives at school after the register has closed, resulting in unauthorised absence sessions being recorded.
- A child is seen in a public place in the first five days of a fixed term or permanent exclusion.

Is a Warning Given?

Before requesting a Fixed Penalty Notice, the school will normally work with parents to improve attendance and may issue a Notice to Improve letter, setting out the support available, the improvements required and the consequences of failing to secure regular attendance. However, in cases such as unauthorised term-time leave, a Fixed Penalty Notice may be issued without prior warning in accordance with Hampshire County Council's Code of Conduct. For term-time leave, it is requested parents submit a Leave of Absence Form prior to the leave taking place. The Headteacher will then sign this to advise if the leave is authorised or unauthorised. This form is then returned to parents, at which point this will state if a Fixed Penalty Notice may be issued.

Freedom of Information Charges

The school has a Freedom of Information document which will outline the individual charges for copies of FOI papers/reports. These will be made available through the school office and charges applied as agreed by the Resources Committee.

In all cases, references to "parents" include those with parental responsibilities.

Amendments

Amendment	**Approved date**
Charging for after school clubs	4.5.2023
School Photographs	4.5.2023
Outside agencies in extra curricular	4.5.2023
Fixed Penalty Notices	4.5.2023
Freedom of Information Charges	4.5.2023
Remove cost for Breakfast Club	29.09.2025
Amendment to FPN section to bring in-line with new framework	02.10.2026

Appendix 1

Charging policy flow chart

