



Charging and Remissions Policy 2025-2026

APPROVED AND ADOPTED

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Approved by: Full Governing Body

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Hatch Warren Junior School

Charging and Remissions Policy

Aim: To follow the basic principal – 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 Head teacher 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 residential or who are in receipt of benefits are invited to speak to the Headteacher or the Business Manager 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 head teacher 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.

Extra-curricular activities

It is the policy of the school to encourage extra-curricular activities as an addition to the curriculum presented to the children. This provision of extra-curricular activities is to enhance the curriculum and provide pupils with the opportunity to work co-operatively with others. Costs for extra-curricular activities, such as Dance, undertaken by outside agencies out of school hours should be met by the parents so that each activity is self-funding. No funds for such activities will be underwritten by the school.

Professional training after school

Activities may take place after school that are provided by outside agencies, i.e. Fencing, Archery, Karate etc. These are organised and arranged between parents and the provider, the school is only involved as a conduit for information and takes no responsibility for payments. As with other activities available through the school, the head teacher should be approached regarding incurred costs for a child in receipt of pupil premium.

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.

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 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.

Lettings

The school will make a charge to external companies if they wish to make use of our facilities. The school does not currently charge external companies who offer specialist provision to pupils in the form of after school clubs, however the school may charge external companies to hire the school premises if the external company is providing clubs which could be offered by teaching staff. This decision is down to the discretion of the head teacher.

The charges will apply as follows;

£20.00 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.

After School Clubs

After School Clubs start at 3:30pm to 4:30pm, for 10 weeks each term. The charges are for the whole period of 10 weeks. Sessions are booked at the beginning of the term and invoiced at the same time on ARBOR these clubs are to be paid within 7 days of booking a space. Sessions that are not attended due to ill health etc will not be refunded as the costs have already been incurred. The charges will not exceed the costs to run the club ie. Staff hourly rate and resources purchased for the club.

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

School Photographs

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

Fixed Penalty Notices

Fixed Penalty Notices (FPN) are fines imposed on parents, £60 if paid within 28 days of receipt and £120 if paid after this but within 42 days of receipt. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered. They can only be issued by the Headteacher, a Local Authority, or the police.

FPNs can be issued to each parent liable for the attendance offence or offences. Only 2 FPNs can be issued within a 12 month period.

At Hatch Warren Junior School, we consider that regular attendance and punctuality is of such importance that FPNs may be issued where a pupil has had:

- 20 or more half day sessions i.e. the equivalent to 10 school days, of unauthorised absence in any 10 school week period and;

- where issuing a FPN will be an effective measure in helping the pupil return to school and/ or ensure their future regular attendance/ punctuality.
- where the parent/ carer is capable of ensuring the pupil's regular attendance/ punctuality.
- where the parent/ carer has failed to co-operate in making use of advice/ support offered.

Other Circumstances where a FPN May be Issued

- A FPN may also be issues for persistent lateness – if a child arrives after the register has closed at 9.15am on more than 10 days in a 10 week period.

Is a Warning Given?

The parent/ carer will be given a written warning of the possibility of the FPN being issued. This written warning will advise the parent/ carer about the extent of the child's absence and warn them that if the child's attendance and punctuality does not show a significant improvement and if this improvement is not maintained thereafter, a FPN will be issued without further warning. Legal Intervention Team (LIT)

If the FPN is not paid within 42 days of receipt the Legal Intervention Team will support the school through parental prosecution. The LIT must also be informed by the school if a Warning Letter for a FPN or FPN are 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

Appendix 1

Charging policy flow chart

