



CHARGING AND REMISSION POLICY

Approved by: Governing Body

Next review: September 2025

All schools are required to have a policy towards Charging and Remission for activities that take place in and out of school hours. Holmleigh Primary School operates the following policy.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

For certain activities that take place during school session time, parents will be invited to make voluntary contributions towards the total cost. Such activities could include swimming lessons, class outings, day visits and any group of visiting actors, musicians, etc. A pupil will not be debarred from taking part in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.

Charges may be made for instrumental music tuition during school hours. Parents whose children borrow school instruments may be asked to make a voluntary contribution towards their upkeep and repair.

For any activity that takes place outside school session time (e.g. theatre visit), charges will be levied as appropriate.

Charges for craft and cooking materials may be levied where parents have indicated they wish to own the finished article.

Voluntary contributions may be sought to cover miscellaneous expenses e.g. Christmas Parties.

Other Charges

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Extra-Curricular and After School Clubs - Clubs and activities provided by third parties may be chargeable

- Lettings - The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities.
- Other charges
- The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

We raise funds through the provision of community events and school activities for children, which are dedicated to providing additional resources for school.

Charging for Breakages, damage or loss

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for willful damage by their children to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.