

Harrison Primary School

Charging and Remissions Policy



It is our belief that all of our pupils should have an equal opportunity to benefit from school activities and visits, independent of their parent's/carers' financial means.

Voluntary Contributions

Harrison Primary School follows the Hampshire County Council policy for charging for school activities along with Department for Education's advice document published in May 2018:

<https://www.gov.uk/government/publications/charging-for-school-activities>.

No compulsory charge will be made for any activity that takes place during school hours, including the supply of any materials, books, instruments or other equipment.

Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against and their child will not be excluded from the activity.

However, where there are not enough voluntary contributions to make the activity possible, and the shortfall is too great for the school to make up, the school will cancel the event.

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. Any parent who has a financial difficulty are encouraged to talk to the Headteacher or School Business Manager who will come to an agreed arrangement.

Residential Trips

In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within school hours), it meets the requirements of the syllabus for a public examination or is to do with the National Curriculum or religious education, no charge will be made either for the education or the travel costs.

However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging.

Voluntary contributions will be requested to cover all costs.

Pupils whose parents are in receipt of benefits that entitle them to FSM will be entitled to a remission of these charges.

Parents/carers will be given a suggested payment plan to spread the cost of the trip over several months before the trip takes place. Any parent in financial difficulties will be encouraged to discuss any issues with the School Business Manager or Headteacher to come to an agreed arrangement.

Out of School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the National Curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Additional musical instrument lessons are provided for pupils by Hampshire Music Service during the school day and are referred to as peripatetic lessons. These lessons are provided at the request of the parents. The cost of these lessons are passed on to parents/carers and parents/carers are expected to buy or hire the musical instrument for their child. Parents are expected to commit to a full academic year's tuition and will be liable for the cost of the year's tuition even if the child withdraws from the lessons prematurely.

Clubs Outside School Hours

We provide a variety of clubs out of school hours. Depending on the provider, a charge may or may not be applied.

We also have a wraparound club that is part of the School and follows the same charging policy.

Swimming Lessons

All primary schools must provide some swimming instruction to all pupils at some time during their years at the school. Because of the location of the school, the children can walk to these lessons, therefore not incurring any voluntary contributions for transport.

Damage/Loss of Property

In cases of wilful or malicious damage to equipment or breakages, the Headteacher, in consultation with the Chair of Governors, may decide the right to make a charge. Each incident will be dealt with on its own merit and at their discretion. Any lost or damaged library books will be charged at cost to the parent - where the book is damaged, the damaged book will be offered to the parent/carer.

Hiring/Lettings of the School Premises

Rates vary depending on the type of letting and whether there is a direct benefit to the pupils of Harrison Primary School, and if the hirer is hiring on a commercial or voluntary basis.

Charges for Services

Use of the school's photocopier, telephone and other resources may incur a charge. Details of these charges are available from the School Business Manager.

Policy agreed: October 2019

Reviewed: September 2025

To be reviewed: September 2026