

## HOOK INFANT SCHOOL

### CHARGING AND REMISSIONS POLICY

Hook Infant School offers a broad and balanced curriculum aimed at meeting the needs of all children to ensure that they enjoy their education and achieve their full potential. Additional activities may be offered to further enhance their educational experience.

It is the Governing Body's intention that all pupils should have an equal opportunity to benefit from school activities.

#### Charging

The Governing Body recognizes its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we will publish a list of activities and their approximate cost in advance so that parents/carers may plan ahead.
- We will allow parents/carers to pay in installments where necessary.

#### Activities during School Hours

No charges are made for education during school hours. School hours are those when the school is in session and does not include the break in the middle of the day.

The school provides some activities during school hours for which a voluntary donation is requested. Where there are not sufficient contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

Charges may be made for the ingredients/materials for activities where a product is produced which the child will take home.

#### Activities outside School Hours

Charges will be made for activities outside school hours offered by external providers.

Any charges for activities outside school hours, which are run by school staff, will be only to cover costs of materials/resources.

#### Remission of Charges Policy

The Governors will remit some or all of the charges for a particular activity in school hours if:-

1. If the pupil receives Pupil Premium
2. They believe it desirable to give special encouragement for pupils to experience/take part in such an activity
3. They believe it desirable to subsidise the cost to pupils whose parents are in financial difficulties.

Parents/carers in receipt of Income Support, Jobseekers Allowance, Universal Credit or Child Tax Credit should speak to the Headteacher to discuss any remission or help.

#### Delegation of Decision Making

The Governors will delegate to the Headteacher decisions about Items 1 and 2 of the Remission of Charges Policy, but reserve the right to hear appeals from parents on these issues.

Reviewed and Revised: January 2017

Approved by the Governing Body, Hook Infant School

Signed: ..........  
Chairman of Governors

Date: .....18/1/17.....

Review Date: January 2020