



CHARGING & REMISSIONS POLICY

HollyBrook Infant School endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience.

This Policy should also be read in conjunction with any relevant Jefferys Education Trust documentation/policies. Please ask if you need further information.

Trips, Visits and Activities

The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place wholly or mainly (50% or more) during normal teaching time.

Non-contribution would not prejudice a pupil's place, however, unless most parents were prepared to make a contribution, the school may have to cancel the activity. Such enriching activities are an important aspect in supporting the curriculum.

The Governors do not wish to deny any child from taking part in an activity because parents or legal guardians are in difficult financial circumstance. These parents/legal guardians will be encouraged to approach the school, to have charges fully or partly exempted by the Governors.

Voluntary contributions will, in all circumstances, be invited through individual letters to parents. Any school organised activity which takes place mainly (more than 50%) outside of school time will be charged for in such a way as to meet the entire costs of the activity.

Loss or Damage to School Property

The Governors wish to use the funds available to them in the most effective way for all children. Deliberate or wilful acts which result in breakage or damage to school property or misuse or loss of school equipment, materials or books will be charged for at a rate appropriate to replacement costs.

Dinner Money

Dinners are charged for at the rate set by Southampton City Council and the full cost passed on to parents. For children eligible for Free Meals, no charge is made.

Private Use of Photocopier

The school photocopier may be used for private photocopying. Charges are fixed by the school, relating to the current rental and photocopying costs incurred by the school. The individual is responsible for ensuring that copyright is not breached.

Photocopies of documents (e.g. copy of Ofsted report) will be charged at a rate determined by the Governing Body. The School Prospectus will remain free of charge.

The school charging policy will be subject to change if there are Department for Education policy changes, or changes in the law.

Hiring and Letting

The Governors have agreed to hire out rooms and spaces in the school to outside agencies, subject to appropriate safeguarding checks and insurance arrangements.

Where the hirer is private, we set hourly charges recommended by Southampton City Council and charge additionally to cover the full costs of site manager time and a partial contribution to energy costs. This charge also includes a small additional amount to cover the cost of administration and to make a small surplus from each let which can be spent for the good of the pupils. This charge is increased annually in April by inflation.

Approved by Governors 29/11/11

Reviewed: May 2013

Reviewed May 2014