



Forest Hill Partnership

Policy	Charges, Voluntary Contributions and Remission
Author/Person Responsible	<i>R Newman</i>
Date of Ratification	<i>10 November 2021</i>
Review Group	<i>Finance, Buildings and HR</i>
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Review Frequency	<i>Annually</i>
Review Date	<i>November 2022</i>
Previous Review Amendments/Notes	
Related Policies	
Chair of Governors Signature	

Charges, Voluntary Contributions and Remission Policy

Rationale:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

Aims:

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Guidelines:

- Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing educational opportunity for pupils.
- Private and/or peripatetic music tuition will be charged according to the LA /School Instrumental Lessons policy.
- No pupil will be excluded or treated differently if his/her parent/s or carer/s are unable or unwilling to make a contribution.
- If insufficient contributions are pledged then the activity may not take place at all. In the event of cancellation for this reason, the event will be cancelled for all pupils.
- Where a parent is unable to make the full contribution that is suggested by the school, a lesser contribution may be negotiated to ensure some contribution is made towards cost. Making a lesser contribution will not influence the nature of the activity for the individual child.
- The school may subsidise an activity for pupil premium pupils where requested and where non-participation in this activity or receiving this provision is deemed by the school to be a barrier to learning and/or personal development.
- The school may subsidise an activity where there is a shortfall occasioned by insufficient income generated from voluntary contributions. The same applies to the monies held by the Friends of the School.
- Charges may be levied for optional extras outside school hours if charges are levied to the school.
- Charges may include insurance and administration costs.
- A refund will be given if the pupil is sick or excluded from going on the trip by the school, and if the fee is recovered from the venue provider.
- School camp (Residential) is considered as a non-statutory activity. Hardship cases will be considered on an individual basis by applying for special arrangements the school also tries to secure grants to support families.

Breakages and damages:

- Parents/Carers will be asked to pay if their child deliberately damages school property or equipment.
- The school may suggest that parents/carers meet the cost of repair or replacement when their child's willful action has resulted in another child's property being damaged.

Should a child be absent from school and miss a trip/visit for which a contribution has been made the school will do everything possible to refund the contribution in full. However, if the school has already paid the supplier and the school is unable to recover the cost the school will then only be able to refund the travel cost.

Remissions

Where the parents of a pupil are in receipt of income support or Universal Credit, the Governing Body may remit in full the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for the National Curriculum. In other circumstances, there may be cases of family hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made.