



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **CHARGING AND REMISSIONS POLICY**

Author:  
Name of Committee approved:  
Date ratified at Full Governors:  
Date to be reviewed:

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## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential visits and experiences of other environments, can make towards students all round educational experience and their personal and social development (throughout this policy, the term “parents” means all those having parental responsibility for a child.)

## **Charging**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy:

- Academy trips and residential visits - all costs
- Activities outside Academy hours - all costs
- Materials - a contribution towards the costs of materials purchased by the Academy in relation to items produced by students which will be taken home for personal use.
- Acts of vandalism and negligence -: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student.
- Examination fees - if a student has not regularly attended the lessons for a particular examination, the examination fee may be requested.
- If a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, without having a confirmed medical reason, the Governing Body may seek to recover the fee from the parent.
- There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made, which are not supported by the Academy.
- If a late exam entry fee is the direct result of actions by a student or parent(s), the Governing Body may seek to recover the fee from the parent.

## **Breakfast Club**

The school operates a Breakfast Club daily before the start of school for the benefit of students. The aim is to provide a nutritional breakfast to promote healthy eating and good attendance thereby improving student’s learning and progress. A small charge is levied and this is to be reviewed annually.

## **Remissions**

The Governing Body may remit charges in full or in part to parents after having given consideration to individual specific cases. The Governing Body does invite parents to make an application, in writing to the Headteacher, for the remission of charges in part or in full.

The Headteacher will then authorise remission with the Senior Finance Manager who will make an official recording of this decision on all necessary documentation.

## **Insurance**

Any insurance costs for school trips and visits will be included in charges calculated for each individual trip, visit or activity.

## **Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body will make clear that such contributions are voluntary; those children of students who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

The school does not envisage any surplus funds arising from parental contributions made in respect of schools trips. However, in the unlikelyhood of any surplus funds, these will be used for general purposes within the Academy.

## **Monitoring, Evaluation and Review**

The Governing Body will review this policy on a yearly basis, in line with all financial procedures and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.