



H.C.P.S. Charging & Remissions Policy

2025-2026

AIM

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non Curriculum activities.

CURRICULUM ACTIVITIES

Curriculum activities e.g. school visits

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the head teacher for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming.

Residential Trips - Board and Lodgings

To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission where a reduction will be granted. Any insurance costs will be included in charges for trips and activities.

General Lesson Costs

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.

Music Tuition

To require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service.

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NON CURRICULUM ACTIVITIES

Non Curriculum trips and activities

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.

Breakfast & After School Clubs

To levy a charge for using the before and after school club facilities as detailed in the HCPS Before & After School Club Terms & Conditions.

School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.

Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Head Teacher's discretion.

STATUTORY REMISSION

Statutory remission is given to those parents who are in receipt of either: -

- Income Support
- Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If the claimant's joint family income exceeds £16,190, you are automatically not entitled.

This Policy will be reviewed annually.