



Grateley Primary School

A school where every child becomes a lifelong learner and realises their potential.

Charging and Remissions Policy

Signed Chair of Governors: Amelia Bridges

Reviewed: September 2022

Next review: September 2023

The Governing Body recognises the valuable contributions that the wide range of additional activities provided, including clubs, educational visits and residential experiences, make towards pupils personal and social education. This policy aims to clarify what is liable for charging and what is left as voluntary contribution and states where remission of charges may be available.

Education during school hours

A charge will be made for extra-curricular instrumental tuition and instrument hire.

Education partly during school hours

Residential - Where a school activity involves pupils being at least one night away from home, a charge for the actual cost of providing board and lodging will be made. In addition, voluntary contributions for transport and activity costs will be sought. The school reserves the right to cancel all or part of a residential programme if insufficient contributions are made.

Non-residential - Voluntary contributions will be sought to support these activities. The school reserves the right to cancel all or part of a non-residential programme if insufficient contributions are made.

Voluntary contributions

Voluntary contributions will be sought from parents for activities such as educational visits. All letters to parents publicising a particular activity will make it clear if voluntary contributions are being sought. Furthermore, they will emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/her parents are unwilling or unable to contribute. However, it will equally be made clear that the activity will not take place if parents are reluctant to support it.

If parents have a financial concern for activities such as educational visits please arrange a meeting with the Head teacher.

Optional activities outside school hours

Charges may be levied for optional activities outside school hours. Charges will not exceed the actual cost of the individual pupil's participation. This cost can include insurance and accounting costs (non-teaching staff costs).

Charges for materials used

A charge may be made where the school has supplied the materials for making an item which the pupil subsequently takes home.

Breakages and damage

Parents may be asked to pay for breakages and/or damage to school property or equipment where this is the result of a pupil's misbehaviour.

Remissions available- The Head teacher may apply some remission of charges for optional activities for pupils whose parents will find it difficult to meet the costs.

General Data Protection Regulations (2018)

The General Data Protection Regulations took effect in April 2018, establishing a general right of access to information held by all public authorities, including maintained schools. Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer:

Sarah Kitching

Grateley Primary School

E-mail: adminoffice@grateley.hants.sch.uk

Telephone: 01264889240

Our charges for lettings/hire of school facilities are as recommended by HCC.