Hartismere School



Charging and Remissions Policy

Policy No.1

Led by: DE/SGR Reviewed: Nov 2026 Next Review: Nov 2027

1. There can normally be no charge for visits in school hours to museums, art galleries, places of historical interest, day field courses and similar study activities but it is necessary to ask for voluntary contributions in order to provide the range of opportunities. Parents/Guardians will be informed about this as preparations for each visit are made.

2. For visits which involve overnight stays, such as A Level field courses, but which take place mainly within school time, a charge will be made for the cost of board and lodging (unless the parents are receiving income support or family credit).

3. Other activities, such as the foreign exchange visits to France and Germany are sometimes so arranged that most of the time involved falls outside school hours. They then are regarded as "optional extras" under the Education Act and a charge of the full cost will be made unless the trip is essential to the curriculum.

4. Visits such as the Iceland holiday which take place entirely or partially within school holidays, will likewise incur the full charge.

5. There are some visits, for which, because they take place largely in school time, it will not be possible to levy a compulsory charge, although if insufficient voluntary contributions are forthcoming it will not be possible for the visit to take place. No pupil will be treated differently according to whether or not the parents have made a voluntary contribution.

6. Charges for ingredients in Food Technology or materials in DT (Product Design), Photography or Art may be levied if parents indicate in advance that they wish to have the finished product. In all other cases, the cost of ingredients or materials will be met by the school.

7. Pupils will have to meet the full cost of transport for activities such as Work Experience or Community Service but the Governors will repay the cost of any such travel in excess of a round trip of 25 miles per day in approved cases.

8. The Governors' remissions policy also allows for continuation of the practice of giving help to any family for whom paying the full charge would cause undue hardship, so that their children can benefit from the opportunities available.

9. Since 1995 a charge has been made to cover part of the additional costs of providing instrumental music tuition. A separate charge is levied for each instrument taught and covers tuition for 30 lessons a year. No charge will be made for a pupil:

a) who is in receipt of or registered for targeted free school meals

b) whose family is receiving "Universal Credit", "Housing Benefit" or "Council Tax Benefit"

c) who requires the tuition as part of an 'A' level qualification in music.

The Headteachers are prepared to consider other requests for reduced charges in cases of hardship.

10. Public Examinations

A parent who asks for examination results to be re-scrutinised will be asked to pay any charge made by the examining body for the service. The criteria used by the school to judge whether or not a re-scrutiny should be sought can be found in the Governors' policy, Request for Re-marking Examination Scripts.

The Governors have delegated to the Headteachers responsibility for deciding whether there are educational grounds for not entering a pupil for an examination for which the school has prepared that pupil. Parents will be informed of any such decision in time to enable them to comment on it before the entry date.

The parents of any pupils who, without good reason, fail to complete the requirements for any public examination will be charged any fee which has been or will have to be paid for that examination. This could apply to failure to finish prescribed coursework as well as to failure to sit the final examination.

11. Application Forms

Charging and Remission Application Forms are available on the school website or from the school office/pupil services and should be completed for each event and returned to the school for consideration.