



Hollywater
School

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Hollywater School Charging and Remissions Policy

Approved by: Chair of Governors, Stephen Prudence		Date: 21st January 2026
Headteacher: Sarah Kitching (Interim Head)		
Last reviewed on:	21 st January 2026	
Next review due by:	January 2027	

A Rationale

The law regarding what might, and might not, be charged in respect of activities provided by the school within and outside the school day has always been difficult to interpret and apply fairly to all pupils.

The Government have set out the law on charges for school activities in Sections 106-111 and 117-118 of the Education Reform Act 1988. Circular 2/89 explains and provides guidance on those sections.

The LEA set down its charging policy in April 1989. Whilst LEA policy remains unchanged, advice to schools with regard to seeking voluntary contributions from parents experiencing hardship was amended in October 1994.

In accordance with the requirement of the 1988 Act Governors are required to state their policy with regard to charges and their possible remission that apply in the school.

B Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher is responsible for the implementation. Any decisions in respect of individual parents will be considered jointly by the Headteacher and the Governing Body.

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

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

The Governors endorse the guiding principles contained in the Education Act 1996, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils will not make reference to the ability or willingness to pay on behalf of the parent.

C Aims

The aims of the Charging and Remissions policy are to:

- Maintain the right to free school education.
- Enable all pupils to take full advantage of the activities provided by the school.

D Objectives

The objectives of the charging policy are:

- a) to ensure that activities fulfilling the requirements of the school's curriculum, offered in school time should be available to all pupils regardless of their parents' ability to help meet the cost;
- b) to identify those activities for which charges may be levied;
- c) to invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours;
- d) to ensure that the responsibilities for the charging policy are clearly and appropriately allocated;
- e) to ensure that the operation of the policy is systematically reviewed and the findings acted upon.

E The Policy Statement

It is the policy of the Governing Body:

1) for activities during school hours:

- a) No charge will be made if the activity is an essential part of the basic curriculum or a requirement of an accreditation or examination syllabus
- b) To levy a charge for the board and lodging element of a residential activity. **Hollywater School will not charge to parents where the child receives free school meals and the parent has advised a voluntary contribution cannot be made.**
- c) To levy a charge for fuel, entry costs and the hire of specialist equipment and or personnel to enable an activity to take place. **Hollywater School will not charge parents where the child receives free school meals and the parent has advised a voluntary contribution cannot be made.**
- d) To levy no charge for accreditation and examination entries, except where:
 - i) the school has not prepared pupils for the examination in the year for which the entry is made; or
 - ii) a pupil has failed, for no good reason, to complete the requirements of the examination.

2) For activities outside school hours:

- i) no charge will be made if the activity is an essential part of the basic curriculum or a requirement of an accreditation or examination syllabus;
- ii) the board and lodging element of a residential activity will be remitted **for parents in receipt where the child receives free school meals and the parent has advised a voluntary contribution can not be made.**
- iii) To levy a voluntary charge for fuel, entry costs and the hire of specialist equipment and or personnel to enable an activity to take place. **Governors will remit such charges to parents in receipt where the child receives free school meals and the parent has advised a voluntary contribution can not be made.**

Education outside school hours is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made.

F Remission

It is the policy of the Governing Body:

- 1) to remit charges for school activities to parents where their child receives free school meals
- 2) to delegate to the Chair and the Headteacher the determination of any individual case arising from the implementation of the policy.

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing body may remit the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours). This is made clear in all correspondence in relation to these activities. In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the chair of Governors will make authorisation of remission.

G Vandalism

The governors reserve the right to charge for the following:

- Damage or loss of school property through negligence or inappropriate behaviour
- In the event of deliberate vandalism, the governors will levy a charge equivalent to the rectification costs, or a proportion thereof as decided by the Head.
- In the event of accidental damage, the governors will bear the cost of any repairs other than those met by SLA with Hampshire C.C.

H Responsibilities

- 1) Authority for the day-to-day management of the policy will be devolved to the Headteacher who will determine the proportion of costs of an activity which should be charged to public or non-public funds.
- 2) Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Headteacher, EVC Lead and Finance Officer for consideration and approval.
- 3) The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

I Monitoring and Evaluation

The Headteacher will monitor the implementation of the policy. Annually the implementation of the policy will be evaluated and reviewed by governors.

J Voluntary contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Pupils, whose parents are unable to contribute, will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given. Parents may also be invited to make voluntary contributions for the following: • Educational visits which take place outside school hours; • Any activity which takes place during school hours; The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary; and
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

K Publication of Information

This policy can be found on the school's website and hard copies are available from the school office for parents to view. Review and amendments This policy will be reviewed annually by the Governing Body's Resources Committee who may, from time to time recommend amendments to the categories for which a charge maybe made. However, the Governing Body reserves the right to review the Charging and Remissions Policy as necessary.

This policy should be read in conjunction with the Teaching and Learning Policy for the school.