



# Hamilton Primary School



## CHARGING AND REMISSIONS POLICY STATEMENT

Hamilton Primary School makes no compulsory charges for any aspect of the main school curriculum.

### 1. COST OF ACTIVITIES WITHIN A SCHOOL SESSION

Where activities take place in school session time, parents will be invited to make voluntary contributions towards the cost of the activity. Children will not be debarred from taking part in an activity because their parents cannot, or will not, make a voluntary contribution, but the lack of adequate contributions may lead to the whole activity being cancelled. Where possible parents will be notified in writing at the end of the previous term about any activities which may necessitate a request for a voluntary donation. Where activities take place outside school session time, charges will be levied where appropriate. Any application for a full or partial remission of charges will be considered by the Headteacher.

### 2. RESIDENTIAL VISITS

A charge will be levied for residential visits to cover the cost of transport, board and lodging and any activities undertaken during the visit. Parents will be given the opportunity to make staged payments over a period of at least four months.

### 3. MUSIC TUITION

The school levies a charge in respect of individual and group music tuition if the teaching is not an essential part of the National Curriculum. The fees are payable termly.

### 4. ACCESS FUND

The Access Fund will provide financial assistance to those children who might otherwise be unable, for financial reasons, to take part in activities. There will be no automatic entitlement, but the aim will be to assist families where appropriate, wherever and whenever possible.

Access Fund grants are usually only provided for activities outside normal school lessons:

- 1 instrumental tuition fees and associated costs
- 2 visits of a residential nature.

It would be unusual for it to be available for school clubs, school uniform or other purchases from the school.

### 5. COST OF INGREDIENTS OR MATERIALS

Appropriate charges will be made for ingredients and materials where parents have indicated in advance that they wish to own their child's finished work.

### 6. COST OF LOST LIBRARY BOOKS, BREAKAGES AND DAMAGES

Parents will be required to meet the cost of lost library books, and of breakages and damages where this is a result of their child's unreasonable behaviour.

### 7. FREEDOM OF INFORMATION ACT

Information published on our website is free, although parents may incur costs from their internet service provider. For those who don't have internet access, our website can be accessed using a local library or an internet café. The Governing Body reserve the right to levy a charge for photocopying and/or copies of documents, printed publications or videos, and for postage and packing.

This policy was revised on 8 July 2009.

The policy may be amended from time to time in accordance with school development and changes to legislation.

Revised Policy Date: 8 July 09

Mr G Aldous Headteacher

Finance Committee meeting 8 July 09 minute 9