Charging and Remissions Policy

At The Federation of Liphook Infant and Junior Schools, we aim to make appropriate charges which enable and encourage the development of a wide range of enrichment activities and best use of our facilities.
The Governors agree that, where it is appropriate, outings, visits and sports activities etc during the school day should be arranged for the children where they enhance the Curriculum.

PRINCIPLES of Charging and Remissions

- We make no charge for Foundation Stage/National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- If such contributions fall short of the cost, the planned event may have to be cancelled. If, however, the difference is minor, the cost may be made up from school monies, at the discretion of the Executive Headteacher.
- Should the contribution exceed the cost, parents will be offered a refund of the appropriate amount.
- The Governors give authority to the Executive Headteacher to use her/his discretion to claim from parents the cost of repairing or replacing misused or lost books and/or equipment.

Remissions

- Where families have financial difficulties, for example are in receipt of certain benefits, support is available towards part or all of the cost of any activity on request to the Executive Headteacher.
- We offer a range of school activities at a reduced cost, or free of charge, to parents in receipt of certain benefits and under other exceptional circumstances. These include, but are not limited to, year 6 residential trips, school trips and visits, music tuition. Please contact school reception for details.
- We support the development of appropriate community use of school facilities through a flexible charging approach.
- We offer minimum cost or no cost, of facilities for non-profit making community activities.

KEY RESPONSIBILITIES

Business Committee

- will review and amend the charging and remissions policy on behalf of the governing body
- will review annually the charges for supplies and services
- will monitor whether actual income is in line with anticipated income

Executive Headteacher

- will be responsible for drafting proposals for charges
- will provide reports for the Business Committee

Administrative Officer

- will provide effective financial administration enabling efficient budget management by the Executive Headteacher
- will manage the letting of school premises
- will maintain efficient information systems

Caretaker

- will manage the school premises during lettings

Users

- will abide by the terms and conditions of the booking and hiring contract

PROCEDURES

Off-site extra-curricular activities

A voluntary contribution not exceeding the actual cost will be requested.
In some instances, eg where families are in receipt of certain benefits, part or all of these costs will be waived by the school.

On site activities

A charge may be levied for participation in extra-curricular activities to meet the costs of materials and staffing as needed.
These charges may be waived for those in receipt of certain benefits.

Letting of premises

The conditions of hiring and booking are laid down in the contract.
Charges will be reviewed on an annual basis- see letting policy

Charges for services

Details of charges for photocopier and telephone are available from the school office.
Our current policy is to ask for a donation to the school. Where parents or members of the public request information that requires bulk photocopying, charges will be incurred at 10p a copy.

This policy was formulated by the Executive Head teacher and Governors of The Federation of Liphook Infant School and Liphook CofE Junior School and is to be reviewed annually.

Signed : ..... Signed .....

Executive Head teacher Chair of Governors

Date ...October 2026.....