



Hackney New School

Charging and Remissions Policy

The school reserves the right to charge in any circumstances permissible under the 1988 Education Reform Act.

However, no child will be disadvantaged or debarred from taking part in an activity on their ability to pay. The school has a policy of supporting any family who is unable to make the requested contributions towards any activity taking place during school hours. In the first instance, this should be discussed with the Headteacher, but each case will be judged on its merits and the decision rests with the Governing Body, who will make an award appropriate to the circumstances.

Charging

HNS reserves the right to make a charge in the following circumstances for activities organised by the school:

- i *School trips and residential stays*: the board and lodging element of the residential experience and outdoor pursuit courses;
- ii *Activities outside school hours*: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed optional extras;
- iii *Uniform and sports kits*: the full cost for student uniform and sports wear and equipment, unless eligible for support;
- iv *Equipment and materials*: the cost of materials or ingredients for use in any curriculum areas;
- v *Acts of vandalism and negligence*: the school reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- vi *Examination fees*: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for the examination. Further details on examination fees will be provided when this becomes relevant;
- vii *Music lessons*: over and above those provided for the instrument provided by the school;
- viii Any other activities that take place during school time and incur an extra cost to the school.

Remissions

Where the student is eligible for the pupil premium, HNS will consider the partial or full remittance of board and lodging for any residential activity that is organised for the student and which takes place within school time, where there is shown to be a need. This will also be the case where the residential activity forms part of the syllabus for a public examination.

HNS will also consider the partial or full remittance for other equipment students require in order to participate in school life. This includes specific equipment and uniform.

HNS may remit charges in full or in part to other parents after considering other specific hardship cases. HNS invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Governing Body, as appropriate.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary Contributions

Nothing in this policy statement precludes HNS from inviting parents to make voluntary contributions. HNS should make clear that such contributions are voluntary, and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

The Governing Body will review this policy at least every two years.

LF May 2014