



Administration of Medication and Management of Health Needs Policy

2025-2026

Date Agreed by Governors:	02/10/2025
Date of Review:	Autumn 2026

Growing happy, healthy and successful, together.

Harlow Green Community Primary School

Charging and Remissions

2025-2026

The best interests of the child must be a top priority in all decisions and actions that affect the child (Article 3)

UN Convention on the Rights of the Child

1. Adoption

- 1.1 The school governors at their meeting on 2nd October 2025 adopted the policy.
- 1.2 The governors will review the policy after three years or earlier if required.

2. Aims

- 2.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents at Harlow Green Community Primary School.

3. Responsibilities

- 3.1 The Governing Body is responsible for determining the content of the policy and the Head Teacher for implementation. The Head Teacher will consider any determinations with respect to individual parents.

4. Prohibition of Charges

- 4.1 The Governing Body recognises that the legislation prohibits charges for the following:
 - Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
 - Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Education provided on any educational visit that takes place during school hours;
 - Education provided on any educational visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
 - Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;

- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

5. Publication of Charges

- 5.1 This policy will be included on the school website in order to specify what charges are/ are not to be made and for which activities voluntary contributions will be invited from parents.

6. Charges

- (a) Organised activities and board and lodging on residential visits (not to exceed the costs)
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
- (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
 - (vi) replacement materials in order for a child to keep a model they have made.
- (c) Any other education, transport or examination fee unless charges are specifically prohibited
- (d) Breakages and replacements as a result of damages caused wilfully or negligently by pupils e.g. Books, computers
- (e) Extra-curricular activities and school clubs.
- (f) Lettings for use of the school by other organisations. (*see lettings policy*)
- (g) Provision of information within the scope of subject access requests. (*see Data Protection policy*)

7. Remissions

- 7.1 Children who are categorised as disadvantaged and the school therefore receives funding from Pupil Premium will be entitled to the remission of some of the charges for residential visits.
- 7.2 It has been agreed that pupils who are Pupil Premium will be offered a 50% reduction in the overall cost of the residential visit. It is up to the parent/carer to then request this consideration.

8. Voluntary contributions

- 8.1 Parents will be invited to make a voluntary contribution for the following:
- a) School visits
 - b) Activities not directly linked to National Curriculum in school
 - c) Residential visits

8.2 The terms of any request made to parents will specify that it is a request 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 a parent is under no obligation to pay.
- 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.
- c) That the interests of the child will always be paramount in any decision made.
- d) That if an activity cannot be funded without voluntary contribution the school will let parents know at the outset.

8.3 The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

8.4 Voluntary contributions will be used to:

- Subsidise the cost of the visit
- Subsidise the cost of theatre companies
- Pay for prizes/extras linked to visit or visitors

9. Other consideration

- Consideration will be given to the proportion of the cost where a charge is to be made. This charge is determined by the Head Teacher in consideration with staff.
- The Head Teacher will determine the level of support from school budget/funds where the level of voluntary contributions is insufficient to fund the activity.
- The Head Teacher will be able to approach parents who continually choose not to support the school because of their unwillingness to contribute, to ascertain the reason.
- The impact upon the education of all pupils where some parents fail to pay the charge levied by the school.
- A savings club will be made available to families to help ease any financial burden.
- The Head Teacher will have the discretion to make additional subsidies or arrangements on individual merit if parents indicate any particular mitigating circumstances.

10. Activities not organised by the school

10.1 Where an organisation, acting independently of the school or LA, arranges an activity to take place during school hours and parents want their children to join in the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent. Normal letting procedures must then be followed.