



Charging & Remissions Policy

Next Review: May 2021

Introduction

The Harbour School recognises that it is important to provide every child with access to the wide range of additional activities including clubs, trips and residential experiences available through the school. These activities make a valuable contribution to a pupil's personal and social development. Local Governing Bodies will promote and provide these activities as part of a broad and balanced curriculum for pupils and also as additional optional activities.

Reasons for request for contributions

Whilst we aim to make the minimum number of requests for money from parents/carers, the school reserves the right to make a charge in the following circumstances:

1. Charging for breakages, damage or loss

The school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

2. Other Charges

The school will charge for photocopying and admin time if there is a request for duplication of files, notes etc.

These charges will be in line with the reasonable costs of photocopying but will also take into account administration time.