



Hamsey Green Primary School

Charging and Remissions Policy

Reviewed by: Nikki Mace January 2023

Head Teacher

next review January 2024



CHARGING AND REMISSIONS POLICY

Introduction

Hamsey Green Primary aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of these wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on [charging for school activities](#) in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.
The Head teacher monitors charges and remissions, and ensures these comply with this policy.
This policy will be reviewed annually by the Head teacher and Governing Board.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Charges

Education charges

- Pencil cases may be brought into school from KS2 (Year 3-6) where the child's parent wishes him or her to own them. School will provide equipment for those children who opt not to bring a pencil case in.
- Other optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section below optional extras)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus
- Education provided outside school hours if it is part of:
 - ❖ The National Curriculum
 - ❖ A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - ❖ Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - ❖ The National Curriculum
 - ❖ A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - ❖ Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

Music tuition

Rock Steady Music offer peripatetic lessons based at the school for vocal or instrumental tuition groups of pupils. This tuition is provided at the request of the pupil's parent, and will be charged by Rock Steady Music. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

We will not apply charges:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Day Trips

- Charges levied for the trips will represent the actual cost of the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the costs of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or to use it to reduce the remit of the charge for individual children who would not be able to participate due to financial hardship.
- Children will be treated equally regardless of the amount of voluntary contributions made by their parents.

Experiences offered in School

- Hamsey Green is committed to providing enhanced learning experiences.
- The cost of providing these experiences may be met by a voluntary contribution, donations from the PTA, or from parents of children within the class/classes that it will benefit.
- It is not expected that there will be any profit made. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will be no reimbursement for absenteeism on the day.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.
- The school may charge for clubs outside the normal school hours that are not part of the National Curriculum. The cost of these will be for materials, resources or staff. Charges will not exceed the cost of the optional extras divided by the number of pupils participating.
- **A letter/information will be sent to parents which will explain how the charges are calculated.**

Residential Trips

- Charges levied for the residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. The initial deposit is non-refundable should a child subsequently not participate in the trip. A request for a refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or to use it to reduce the remit of the charge for individual children who would not be able to participate due to financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

The Governing Body reserves the right to charge for wilful damage and loss of school property.

The Governing Body undertakes to publish a summary of this policy in the School's prospectus and to undertake a review of the policy annually.

Remissions

In some circumstances, the school may decide not charge for items or activities in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Relevant benefits (these have been aligned with free school meals criteria)

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits and will be entitled to support for experiences offered:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

To be reviewed January 2024