

Charging and Remissions Policy



This policy has been reviewed with due regard to the governing body's statutory requirements under the Equality Act 2010.

1. Introduction

We believe all our students should have an equal opportunity to participate in, and benefit from, a range of activities and visits, regardless of parental ability or willingness to pay. This policy describes our commitment to ensure a wide range of activities and visits are offered whilst minimising the financial barriers which prevent some students taking advantage of opportunities available.

This policy has been framed with regard to the DFE guidance 'Charging for School Activities' (May 2018) and the Education Act 1996 which clarifies the activities for which charges can be made or voluntary contributions sought.

The Act gives Local Authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

Hague Bar Primary School will operate the following policy on charges and contributions for school activities where such activities involve additional expenditure. (Free School Meal children [FSM] will be able to have some school activities costs subsidised through the use of Pupil Premium funding.)

2. Charges

Where applicable the school will charge in the following circumstances allowed by the Act:

- (a) The provision of music tuition given to students as individuals, or in groups, provided that the tuition is offered at the request of the pupil's parent. Charging may not be made if the tuition is given to fulfil:
- statutory duties relating to the National Curriculum or
 - requirements specified in the syllabus for a public examination
 - first access to the Key Stage 2 Instrumental and Vocal Tuition Programme

The charge may include the cost of a teacher, the music and the hire and insurance of a musical instrument.

*No charge may be made in respect of a pupil who is looked after by the Local Authority
(section 22 (i) of the Children Act 1989)

- (b) Ingredients, equipment and materials for practical subjects such as Design and Technology. Materials may be charged for, or parents may be required to supply these, if the parents wish to own the finished product.

(c) Activities which take place wholly or mainly outside school hours.

A charge will be made for activities where the child's participation has been agreed in advance by the parents, unless this is provided specifically as part of a syllabus for a prescribed public examination or to fulfil statutory duties in respect of the National Curriculum or Religious Education.

The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

(d) Residential trips.

A charge will be made for board and lodging arising from residential trips. These board and lodging charges will be remitted in respect of students whose parents are in receipt of certain benefits;

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

(Department for Education, 2018)

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils statutory duties relating to Religious Education.

(e) No charge will be made for prescribed public examination entry when the student has been prepared for this by the school but a charge will be made for any remark requests made by parents. The school reserves the right to charge for the cost of examination resits where no further preparation has been provided by the school. If a student fails to arrive for an examination or to complete the coursework for this, the school may seek to recover the entry fee from his/her parents if no medical certificate has been received.

3. Voluntary Contributions

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly *during school hours*; visits to the school by theatre groups and other organisations providing an educational service.

When voluntary contributions are requested, the terms of the request will, where applicable clearly state:

- (i) that the contribution is voluntary
- (ii) students will not be treated differently according to whether or not their parents have made a contribution
- (iii) the proposed activity may not take place unless a substantial majority of parents contribute
- (iv) a suggested amount for a contribution to cover costs

4. Charging and the Pupil Premium

When a child is in receipt of the pupil premium, then consideration will be given as to the appropriateness of using pupil premium monies to pay for the items listed in section 2 (charges). Consideration will also be given to paying for additional essential school items such as school uniform. Any decision to use pupil premium monies in this way must be part of a tailored support package that meet the child's individual needs.

5. Broken equipment / Lost or damaged goods

The school allows all departments to charge students and/or parents a contribution towards the cost of replacement items where these have been lost or damaged as a direct result of misconduct on the student's part.

6. Hire of School Premises and Equipment

The school premises and school equipment may be made available for hire by external users. The decision to hire out school premises and equipment and the amounts to be charged will be made by the Head teacher.

The school may choose to **not** charge for use of the facilities where there is a direct benefit to the school and/or its community. The school may also choose not to charge when the beneficiary is a community interest or charitable organisation.

When the beneficiary is a commercial organisation and/or there is nor direct benefit to the school and its community, a charge should be made that both covers the costs incurs and generates a surplus that can be re-invested in the school. an opportunity to generate revenue for the school.

7. Operation of the policy

- Staff will always seek in a sensitive and caring way to support students from families in receipt of benefits when being asked for contributions towards the cost of school visits. Parents can contact Pastoral Staff or the linked Senior Leader, in confidence, for further advice.
- The school will ensure that a reference to the policy on Charges for School Activities is outlined in the School Prospectus annually so that parents are clear where and how to access it and will publish the policy on the School website.

Review

- The Policy will be reviewed in 3 years unless operating experience and/or changes in legislation require an earlier review.

Signed by:

Signed by:

Head Teacher:

Chair of Governors:

Date:

Date: