

# Hall Green Primary School



## Policy for Charges & Remissions

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## **1. PHILOSOPHY**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **2. LEGISLATION**

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school Governing Body's Finance Committee.

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 maintained schools in England.

## **3. DEFINITIONS**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

## **4. AIMS AND OBJECTIVES**

The aims of this Policy are to:

- Have robust, clear processes in place for charging and remissions
- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## **5. ROLES AND RESPONSIBILITIES**

### **The Governing Body**

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Head Teacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the Charging and Remissions Policy has been delegated to The Staffing and Finance Committee.

### **The Head Teacher**

The Head Teacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### **Staff**

Our staff are responsible for:

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

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

### **Parents**

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

## **6. ACTIVITIES WITHOUT CHARGE**

### **Education**

There will be no charge for the following activities:

- Admission applications
- Education provided wholly or mostly during school hours (including the supply of any materials, books, instruments, other equipment)
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination, which the pupil is being prepared for at the school
  - Religious education.
- Instrumental and music tuition, which is part of the National Curriculum in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition 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

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### **Visits and Residential**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum, including swimming
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **7. WHERE CHARGES CAN BE MADE**

Below we set out what the school can charge for:

### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### **Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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)
- the provision of school milk (for children over five years of age)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **Music Tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- 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

## **8. VOLUNTARY CONTRIBUTIONS**

As an exception to the requirements set out in section 6 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Some after school activities not run by teachers directly employed by the school
- Fundraising days, such as non-uniform days

This list is not exhaustive and only offers some examples of activities when voluntary contributions may be asked for.

There is no obligation for parents to make any contribution requested of them.

No child will be excluded from an activity if their parents are unwilling or unable to pay.

Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

## **9. CHARGEABLE ACTIVITIES**

The school will charge for the following activities:

- Board and lodging during residential trips (unless the child is covered by remissions)

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We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

- Travel charges may apply when the residential activity takes place outside of school hours.
- Some after school activities run by external providers
- Breakfast Club (covered by the Breakfast Club Policy)
- Late Collection/Unplanned Childcare (covered in by the Policy for Late Collection)
- Nursery lunchtime for those who are full-time, to cover staffing costs
- Damage to property and breakages

This list is not exhaustive and only offers some examples of activities when charges will apply. Should a chargeable activity be offered, the costs/charges will be made clear from the outset.

### **10. REMISSIONS**

In some circumstances the school may not charge for items or activities. This will be at the discretion of the Governing Body and will depend on the activity in question.

#### **Remissions for residential visits**

Children who are looked after by the Local Authority will not be charged for residential visits.

### **11. SUBSIDIES**

The school may choose to subsidise part of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Headteacher. The school will give consideration to the reduction of charges to parents or carers who receive the following support payments:

- 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 are 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)
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Parents who are eligible for concessions will be dealt with confidentially. The Headteacher/Chair of Governors will authorise any concessions.

### **12. INABILITY OR UNWILLINGNESS TO PAY**

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Hall Green Primary is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **13. MONITORING ARRANGEMENTS**

The Head Teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed the Head Teacher every year. At every review, the policy will be approved by the Staffing and Finance Committee.

Policy Adopted: 11<sup>th</sup> December 2024