

# Federation Of Hanbury's Farm And Oakhill Community Primary Schools



## Charging & Remissions Policy 2018



This policy is approved for use at The Federation of Hanburys Farm and Oakhill Community Primary Schools.

**Signed** \_\_\_\_\_

**(Headteacher)**

Date: 14<sup>th</sup> November 2018

**Signed** \_\_\_\_\_

**(Teaching Lead - if applicable)**

Date: 14<sup>th</sup> November 2018

**Signed** \_\_\_\_\_

**(Governor)**

Date: 14<sup>th</sup> November 2018

*This policy will be reviewed annually.*

*Next Review: September 2019*

## Charging and Remissions Policy

### Aim

The aim of this policy is to set out what charges will be levied for school activities, and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Executive Head Teacher for implementation. Any determinations with respect to individual parents will be considered by the Head of Schools/Deputy Head Teacher on behalf of the Governing Body.

### Definitions

**Community Facilities** - activities which the governors do not feel is of direct educational benefit to children at the school.

**Extended school provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends.

**Remission** - where a charge is not payable, either in full or in part

### Prohibition of Charges

The Governing Body of the School recognise 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 religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).
- Education provided on any trip that takes place during school hours.
- 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 that enables a pupil to meet an examination requirement when he /she has been prepared for that examination at the school;
- Transport provided in connection with an educational trip

## **Charges**

The Governing body of the school reserves the right to make a charge in the following circumstances for activities organised by the school:

- a) Board and lodging on residential visits.
- 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
- c) individual or group tuition in the playing of a musical instrument
- d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- e) extra-curricular activities and school club
- f) Extended school care activities such as breakfast club and after school clubs.
- g) Charges for materials or ingredients where the pupils wish to have the finished product
- h) Letting of the school premises or grounds

Consideration will be given to:

- The proportion of the costs recovered where a charge is to be made.
- Special consideration is to be given to hardship cases.
- In the event of insufficient voluntary contributions being made for a trip, the School will not automatically support the shortfall from the School budget. The trip may need to be cancelled.
- The School will support community facilities. Each case will be considered on its individual merits by the *Governing Body*.
- Any charge for a pupil activity will not exceed the actual cost. If further funds are needed the *Governing Body* will consider the individual merits of the request.

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support
- b) income-based Jobseeker's Allowance
- c) income-related Employment and Support Allowance
- d) support under Part VI of the Immigration and Asylum Act 1999
- e) the guaranteed element of Pension Credit
- f) 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)
- g) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- h) Universal Credit

### **Voluntary Contribution:**

Parents will be invited to make a voluntary contribution towards the cost of activities which takes place in school time;

- a) After school clubs activities
- b) Special events such as Indian Dance Workshops

c) Special events such as The Animal Man

The terms of any request made to parents will specify that the 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; and
- 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 continuance of an activity may depend upon voluntary contribution once it has been decided to run such an activity. No qualifying child will be excluded on the grounds of voluntary contributions.
- d) Most contributions for trips will not exceed £15. On occasion when a trip is a greater distance and travel expenses are greater than the contribution asked may be greater than £15.
- e) If 80% of the cost for a trip is not received then the trip will be cancelled.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but will be funded through the school budget, school fund or other fundraising.

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

Date policy adopted: 14<sup>th</sup> November 2018

Date of Policy review: 14<sup>th</sup> November 2018

Policy approved

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Chair of Governors