



Charging and Remissions Policy

Policy Adopted:	June 2018
Review date:	June 2020

Statement of intent

Heamoor Primary School understands how important activities such as clubs, visits and sport are to our pupils. We recognise that such activities encourage pupils to develop a whole range of skills, often boosting self-esteem. We believe all children should have an equal opportunity to be involved in these activities regardless of their financial circumstances.

The school understand that providing a broad range of activities can be costly and will do all it can to keep the costs down. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Optional extras](#)
- [Music and vocational tuition \(in certain circumstances\)](#)
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school

- Transport, other than that arranged by the LA for the pupil to be provided with education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils
- 3.2. When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Voluntary contributions

- 4.1. Although the law prohibits the school from charging for school time activities, there is nothing to prevent the school from asking for voluntary contributions for the benefit of the school or any school activities. There are a number of activities which will only take place if parental contributions are available.
- 4.2. The school will not exclude any child from any activity organised because of the inability or unwillingness of their parent/carer to pay such a contribution. However, if the activity cannot be funded without voluntary contributions, the Headteacher should make this clear to parents at the outset.
- 4.3. The school will make every effort to ensure parents/carers do not feel pressurised into paying the voluntary contribution. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.
- 4.4. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions

are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

- 4.5. Charges for ingredients, materials and equipment. It is the school's intention to ask for a voluntary contribution towards the cost (or provision) of ingredients, materials or equipment required for activities outside school hours and which are not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education. Where parents/carers are unable or unwilling to make this contribution their child will not be individually excluded from the activity. However, where insufficient voluntary contributions are available the school reserves the right to deem the activity unviable.

5. Music tuition

- 5.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- 5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Transport

- 6.1. We will not charge for:
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
 - Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
 - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

7. Residential visits

7.1 For activities or visits wholly or mainly outside school hours

It is the intention of the school to charge the full cost of visits, which take place wholly, or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals, or to cover teachers' travel costs, where a separate contract is issued. These visits will only

proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity.

7.2 Education partly during school hours

Visits wholly or mainly during school hours It is the intention of the school to invite voluntary contributions towards the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

These visits will only proceed if all those who wish to go pay the full costs, unless alternative funding can be sourced by the school in order to assist all children who wish to attend the activity. Children will not be individually prohibited from attending a trip, visit or activity because of an inability or unwillingness on the part of the parent/carer to make a contribution. The school reserves the right to cancel such activities where insufficient voluntary contributions are made and alternative funding is available.

Any charges for extended day services will be optional.

7.3 Board and lodging charges on residential visits

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours or, if out of school hours, required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The cost of transport, insurance, admission charges etc, incurred during residential trips will need to be met through voluntary contributions and are likely to be a prerequisite for the visit taking place.

If the parents/carers are unwilling or unable to make a voluntary contribution to expenses in addition to the costs for board and lodging this may lead to certain visits becoming unviable and the Headteacher will have the right to cancel these trips, visits and activities.

Children of parents/carers in receipt of benefits identified may be entitled to have the board and lodging element of the visit remitted by the school.

8. Damaged or lost items

- 8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

- 8.2. In cases of wilful, malicious or deliberate damage to school equipment or property by a pupil, the school reserves the right to ask the parent/carer to pay or contribute towards the cost of repair or replacement. Each incident will be dealt with on its own merit and at the school's discretion.

9. Remissions

- 9.1. To help families who may find it hard to pay for their children to participate in some activities or visits, the school has agreed to reduce charges. Parents wanting a reduction in activity charges should apply in writing to the Headteacher of the school. Each application will be treated with the utmost confidence. The school recognises that there may be other cases of family hardship which make it difficult for pupils to take part in chargeable activities. When arranging these activities the school invites parents to apply in confidence for help (remission) of all or part of these charges. Applications will be considered by the Headteacher.
- 9.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
- 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 State Pension Credit
 - Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
 - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
 - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- 9.3. To request assistance, parents should contact the headteacher.

10. Monitoring and review

- 10.1. This policy will be reviewed every 2 years by the Resources committee of the governing board.