



## Hassell Community Primary School

### Charging and Remissions Policy

#### Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings 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 head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher (*and/or 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

**External Lettings** – letting to an organisation other than the school

**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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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,
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- 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 has been prepared for that examination at the school;

## **Charges**

**The following are charges which may occur during the school year:**

- (a) board and lodging on residential visits (on a voluntary basis)
  - 100% of costs to school
- (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
  - 100% of costs to school
- (c) (i) individual or group tuition in the playing of a musical instrument
  - £40 per term.
- (d) any other education, transport or examination fee unless charges are specifically prohibited (on a voluntary basis)
  - 100% of costs to school
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils
  - 100% of costs to school

- (f) extra-curricular activities and school clubs  
- 100% of costs to school
- (g) Letting of the school premises or grounds  
- minimum of £30 (for two hours), £10 per hour thereafter
- (h) Charges for materials or ingredients where the pupils wish to have the finished product (on a voluntary basis)  
- 100% of costs to school

#### Other Considerations:

- Remission will not extend beyond the statutory minimum;
- Special consideration will be given to hardship cases not contained within the exemptions on a case-by-case basis;
- If parents fail to pay the charge being levied by the school, those children will not be excluded from any activities within school hours but will not be included in any activities outside normal school hours
- The school budget will support up to 20% of the cost of an activity where the level of voluntary contributions is insufficient to fund the visit or journey. If the voluntary contributions are less than 80%, the activity will be cancelled
- Charges for pupils who receive additional funding via pupil premium, will be paid by the school.
- The above is subject to the maximum amount that can be used from the school's budget to support community facilities, which is the amount of the school standards grant allocation;
- The above policies will ensure that all charges for pupil activities will not exceed the actual cost.

#### 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) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575 (Financial Year 12/13).

Remissions will not apply to any other activity

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

a) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

- (vi) travel
- (vii) materials and equipment
- (viii) non-teaching staff costs
- (ix) entrance fees
- (x) insurance costs

b) any other education, transport or examination fee unless charges are specifically prohibited

c) Charges for materials or ingredients where the pupils wish to have the finished product

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.

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 must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

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Policy approved

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Chairperson