

Charging and Remissions Policy for High Green Primary School

Adopted: November 2017

Next Review Date:

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged based on the price per meal indicated annually by the LEA Catering Contractor.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school can reserve the right to recover the fee incurred from that pupil's parents.

4. Activities that take place during school hours (this does not include activities during the lunch break) on the school site

There is no charge for activities during school hours with the exception of items listed below and some types of music tuition (**see section 8**)

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- Extra curriculum activities taking place at lunch time
- certain music related tuition (**section 8**).

5. Activities that take place outside of school hours

There may be a charge for activities that take place outside of school hours when they:

- are not part of the set curriculum,
- are not part of the syllabus for a public examination that the pupil is being prepared for by the school
- involve a cost to school for example payment to a third party coach/provider or transport costs.
- Include board and lodgings on a residential visit.

Any charge made will be determined by the head teacher and in respect of individual pupils will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils expected to participate. Participation in any outside school hour's activity will be on the basis of parental choice and a willingness to contribute to the costs incurred. (**see also section 12**).

6. Activities that take place off the school site

Where the offsite activity takes place partly or wholly off the school site a charge may be made to cover the costs incurred by the school for the payment of transport and admission or other fees to be paid to a 3rd party provider. Any charge made will be determined by the head teacher and in respect of individual pupils will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils expected to participate. Participation in any off site activity will be on the basis of parental choice and a willingness to contribute to the costs incurred. **(See also section 12). Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost**

7. Residential activities

Our school will charge for:

- Board and lodgings on any residential activity
- Any 3rd party fees/admissions or coaching cost on a residential
- travel costs to and from a residential activity residential activities that take place during and or outside school hours.

Parents will be informed of the charges in advance and the charge will not exceed the actual cost incurred by the school. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost**

8. Music tuition within school hours

The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities) in Year 3 and year 5. Parents will be asked to contribute to the cost of optional continued tuition for their child in Year 4 and Year 6.

In addition the school will charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost**

9. Extended services

The school is dedicated to providing a well-rounded and extensive education for our students which includes a range of before school and extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes,
- ways of increasing pupil engagement and narrowing gaps in outcomes between different groups of pupils.

Our school provides a breakfast club and supports a range of 3rd party providers who offer after school activities. The total cost for an activity or club parents are charged for is intended to cover any staffing and other costs incurred either by the school and or third party providers, no parent will be asked to subsidise the payment of others.

10. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student, or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

12. Voluntary contributions

The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. We are 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.

This policy has been discussed and approved by the School Governors Finance Committee on behalf of the Full Governing Body at its meeting on 9-11-2017 and will be reviewed every two years, unless an earlier review is deemed appropriate by the full governing body.