



Charging and Remissions Policy

Hanbury C E First School

Adopted by	Hanbury CE First School Governing Board
Governors' Committee Responsible	Resources
Status & Review Cycle	Statutory / Annual
Staff Lead	Headteacher
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Our Vision...

Flourishing Through Love and Nurture

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. 5 It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres.

1 Corinthians 13: 4-7

We flourish because:

We are a family founded on love and nurture

We build resilience for life

We are outward looking

We celebrate every step forward

In general, schools may not charge for the education of their pupils. However, the Governing Board recognises the valuable contribution that a wide and varied range of additional activities such as, educational visits etc, can make and in these circumstances charges may be made

1. Aims

Our school aims to:

- › Have robust, clear processes in place for charging and remissions
- › Clearly set out the types of activity that can be charged for and when charges will and will not be made
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

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

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving and monitoring the implementation of the charging and remissions policy has been delegated to the Resources Committee

4.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. The governing board has given the authority and power to use discretion in special circumstances.

4.3 Staff

Our staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the headteacher 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 any required and appropriate training in relation to this policy and its implementation.

4.4 Parents

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

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- › Admission applications
- › 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Instrumental or vocal tuition, for pupils learning individually or in groups, 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

5.2 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

5.3 Residential visits

- › 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

- › Optional extras (see section 6.2)
- › Music and vocal tuition, in limited circumstances (see section 6.3)
- › Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 or 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, holiday clubs and supervised homework sessions, this list is not exhaustive)

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.

6.3 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.

Whole class tuition is available to Year 2, 3 and 4 e.g. through the FAME scheme. This is musical tuition for the whole year group. Parents are expected to pay a small contribution for the tuition but receive the instrument hire for free. Parents whose children are supported by pupil premium funding are exempt from the tuition payment.

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

6.4 Residential visits

At Hanbury CE First School, a residential is offered to children in Year 4. We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

The governing board will ask for voluntary contributions for the following activities (this list is not exhaustive):

- Educational visits away from school where costs are involved, such as transport and admission charges to attractions and/or venues including educational centres.
- Educational activities at school not provided by the LA where the school is charged a fee, such as actors, authors, travelling theatres, themed days etc

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

The school reserves the right to add up to 1.5% charge to any chargeable event to cover the administrative cost associated with the online system ParentPay

8. Activities we charge for

The school will charge for the following activities:

- Wrap Around Care- breakfast and after school club
- Holiday Club
- After school extra-curricular clubs (participation will be on the basis of parental willingness to meet the charges subject to any available funding). Payment is made to the school or directly to an external provider.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the following academic year in March each year.

8.1 Swimming

A voluntary contribution will be requested for transport to and from the venue, however, children will still attend in the event of non-payment as it is a curriculum area.

8.2 School Meals

The school offers a hot meals service for those families who require it. Meals are provided by Cupcakes Catering. The cost to parents is the same as the cost to the school. Children in Reception, Year One and Year Two are entitled to a free meal under Universal Free School Meals.

8.3 Milk

There is no requirement for milk to be provided in schools. At Hanbury CE First School we operate a European Community Scheme- Cool Milk providing free milk for the under 5's and subsidized milk for older pupils. Milk is ordered and paid for directly to the provider. Children who are eligible to free school meals may also receive free milk paid for by school.

8.4 National Fruit Scheme

All children in Years R, 1 and 2 receive a piece of fruit at morning break free of charge.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board or where appropriate delegated responsibility will be held with the Head teacher and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the full cost of board and lodging for residential visits:

- › Income Support
- › Support under part VI of the Immigration and Asylum Act 1999
- › The guaranteed element of State Pension Credit
- › 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
- › 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)
- › Child registered for Free School Meals or Pupil Premium
- › An income related and support allowance that was introduced on 27th October 2008

10. School Property: Damage/Losses

The Governors reserve the right to ask parents to contribute towards the cost of replacing school property lost or damaged as a result of their child's behaviour, e.g. books lost, torn or defaced or any school property deliberately damaged, defaced or abused.

11. Monitoring arrangements

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