



Hadley Wood Primary School Charging and Remissions Policy

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Name of the person responsible for this policy	Fran Worby
Issued to	Staff, governors and parents
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Charging and Remissions Policy

Hadley Wood Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

Aim

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

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.

Definitions

For the purposes of this policy the following definitions will be used:

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

Roles and responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Headteacher.

The content of this document conforms to the requirements of the guidance detailed in Governance Handbook, 2017 – 6.6.5 charging for school activities (143 & 144). In accordance with these guidelines the School will not charge for education including books, materials and equipment provided during school hours by the Local Authority subject to limited exceptions provided in this policy.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the Charging and Remissions Policy has been delegated to the Resources Committee.

Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Where charges cannot be made

Below we set out what we cannot charge for:

- Education
- Admission applications
- Education provided during school hours
- 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/carer
- 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

Where charges can be made

The Governing Body will levy a charge in the following circumstances:

- A charge for any materials, books, instruments or equipment, where the child's parent wishes him / her to own them
- A charge for optional extras such as extended day services e.g. breakfast club, after-school clubs, tea and supervised homework session
- Parents and others are invited to make voluntary contributions for school time activities that enrich our pupils' education, to enable school funds to go further
- External organisations acting independently of the School or the LEA, to arrange an activity to take place outside school hours and parents want their children to join in the activity
- A charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children
- If copies of school documents (e.g. policies) are requested by parents or carers, a nominal charge may be made to cover costs

Music tuition

Schools 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/carer.

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

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary Contributions

As an exception to the requirements set out in the 'Where charges cannot be made' section of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- Visits to art galleries or museums;
- Sporting activities which require transport expenses (outside of school hours);
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Theatre companies visiting school;
- Workshops delivered by visiting companies;

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child via Parent Pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising. Parents have a right to know how each trip is funded. The school provides this information on request.

The cost of optional extras.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating.

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;
- Non-teaching staff;
- Teaching staff engaged under contract for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra; or the cost, or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Parental agreement is therefore needed for the provision of an optional extra where charges will be made.

Equality Statement

As a school we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- disability
- gender reassignment

- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

The use of stereotypes under any of the above headings will always be challenged.