

Hoylandswaine Primary School



Charging and Remissions Policy

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The Policy

This policy has been formulated in accordance with the LA's guidance on 'charging for School Activities by the Governing Body'.

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented, and the circumstances under which voluntary contributions will be requested from parents.

The governing body of the school is responsible for determining the content of the policy and the Headteacher for the implementation of it. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the school recognizes 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 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;
- 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-sit 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 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;
- Transport provided in connection with an educational visit.

A summary of this policy can be found in our school prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

These are items for which the Governing Body intends to make a charge

- Board and lodgings on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for: Travel, materials and equipment, non-teaching staff costs, entrance fees, insurance costs.
- Individual tuition in the playing of a musical instrument
- Re-sits for public examinations where no further preparation has been provided by the school
- Costs of non-prescribed examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee, unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by pupils, whether on school premises or at other locations when under the supervision of the school
- Extra-curricular activities and school clubs
- A charge will be made for any books, materials or equipment where a parent wishes a child to own them

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 visits. The relevant support payments are:

- ✓ Income support;
- ✓ Income based jobseekers allowance;
- ✓ Support under part VI of the 'Immigration and Asylum Act 1999';
- ✓ Child Tax Credit, where the parent is not entitled to Working Tax Credit, and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;*
- ✓ The guaranteed element of State Pension Credit.

In respect of * above, account will be taken of any revision to the amount as advised by the authority.

In incidences of short term family hardship the headteacher, in consultation with the Governing Body or the Chair of Governors, may waive charges or achieve a compromise agreement over any charges.

Voluntary Contributions

If an activity cannot be funded without voluntary contributions, parents will be advised of this from the outset, and if insufficient contributions are received, then the activity may need to be cancelled.

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

- ✓ Out of school visits including transport costs and entrance fees, for part day, day or residential visits;
- ✓ Costs incurred as a result of holding special events in school for the benefit of the children (ie Authors/poets, performances, people bringing specific skills)
- ✓ Additional materials for specific tasks using materials not usually purchased by the school (ie ingredients for cookery)

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:

- a) The contribution is entirely 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher. All costs will be based on the expected number of attendees and will not cover those expected not to pay. It is not the aim of the school to make a profit from any activity included in this policy, but parents should be aware that if insufficient donations are made, then the activity will not go ahead.

Any voluntary contributions will be used to:

- ✓ Cover the associated costs of any out of school visit
- ✓ Cover the associated costs of any 'in-school' visitors
- ✓ Cover the costs of specific materials bought in for certain activities (ie cookery)

This policy will be reviewed by the headteacher and the Governing Body every three years, or earlier if necessary