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Hudson Road Primary Charging and Remissions Policy

Aim

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.

School Charging

Education

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras ; (See part 7)
- music and vocal tuition, in limited circumstances;
- certain early years provision;
- community facilities.

1 It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

3 The Education (Charges for Early Years Provision) Regulations 2012

4 The powers to provide community facilities are under s.27(1) of the Education Act 2002

Responsibilities

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

Charges:

1. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board and lodging and or any form of tuition or instruction as is the case on outdoor activities residential visits. If parents are experiencing financial difficulties they are invited to speak in confidence to the Head teacher (also please see the section on Remissions Policy)

2. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. If however the school introduced individual tuition in the playing of a musical instrument then a charge would be levied.

3. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

4. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the head teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

5. Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable and a small charge would also be levied in respect of materials needed to be stocked for after school activities

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Governors' Resources Committee and form part of our separate Lettings policy

7. Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of 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/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit.
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In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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

Remissions

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

Income Support • Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guarantee element of 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)

Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Voluntary contributions

When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If an educational visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in an educational school visit or activity but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each visit is funded. The school provides this information on request.

The following is a list of additional activities organised by the school that may initiate the school requesting voluntary contributions from parents. This list is not exhaustive:

- visits to museums or science centres;
- sporting activities which require transport expenses;
- visits to the theatre or cinema.

Policy Review

This policy will be reviewed by the Governing Body at least every 3 years.