



**Hartford Primary School**

# **Charging and Remissions Policy**

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**Signature of Headteacher:**

**Signature of Chair of Governors:**

## **Hartford Primary School Charging and Remissions Policy**

Hartford Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

### **The policy identifies activities for which:**

- **charges will not be made.**
- **charges will be made**
- **charges may be waived**

### **Voluntary contributions**

Separately from the matter of charging, schools may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

#### ***The Law says:***

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the trip goes ahead.

**We will not charge for:**

- an admission application to school;
- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- 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 school.

**We will charge for:**

- accommodation, activities and transport (See below) on a residential visit
- visits to museums, art galleries and other places of interest
- outdoor adventure activities
- visits to or by a theatre company
- arts events, including music, drama and art
- music and vocal tuition offered as extra to our curriculum
- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras, which include:
  - 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 if the registered pupil has not been prepared for the examination at the school;
  - transport that is not required to take the pupil to school (ie the school bus am/pm) or to other premises where the local authority/governing body have arranged for the pupil to be provided with education;

Any charge made in respect of individual pupils must not exceed the actual cost of providing the 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.

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 pre-requisite for the provision of an optional extra where charges will be made.

## **Residential visits**

The school will ask parents to pay towards the cost of accommodation and activities for the purposes of a residential and school will request a voluntary contribution towards the cost of the transport. Parents will be given the option to pay in instalments when appropriate.

Those pupils on Free School Meals will have their transport, accommodation and activities paid for by Pupil Premium Funding.

## **Extra-curricular activities**

The school offers many extra-curricular opportunities in particular in sports and music. Some of these are led by qualified teachers and trainers who are not members of the school staff. There is often a charge for these optional sessions.

## **Swimming**

The school organises swimming lessons for Y3 and Y4 children. We ask parents to make a voluntary contribution towards transport. School will pay for hire of the swimming pool and instructors. Those pupils on Free School Meals will have their transport paid for by Pupil Premium Funding.

## **Resources**

The school may make charges for resources such as cooking ingredients and craft materials when the children take home the finished product.

## **Remission from charges**

The Governing Body has decided that any available funds in the School Fund Account can be used when appropriate to subsidise the cost of children from disadvantaged homes taking part in activities including residential visits and sporting activities.

## **School Lunches**

School lunches are provided for the children by an outside agency, Edsential catering. However payment for lunches is administered by the school. Parents should pay for any school lunches they need on the Monday of the week they are needed. For audit and accounting purposes we prefer all payments to be made by cheque. Any meals that have been paid for but not taken can be taken in subsequent weeks. All monies outstanding will be requested by school at the end of each week.

## **Support for Parents on Low Incomes**

Hartford Primary School will advise all parents of the assistance they can expect if they are on low incomes.

When we inform parents about a forthcoming visit, we will make it clear that parents who can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
  - Income-based Job Seekers Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190 (Or the figure in place at the time)
- Guaranteed State Pension Credit

In the first instance parents should write in to the Headteacher to request exemption providing proof of the exemption they are claiming.

***This policy should be read in conjunction with the Guidance document, CHARGING FOR SCHOOL ACTIVITIES produced by the DOE published February 2009.***