



**Hartford Primary School**

# **Charging and Remissions Policy**

**Updated: 8th November 2023**

**To be reviewed: 7<sup>th</sup> November 2025**

**Author: Headteacher**

**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 school can ask for voluntary contributions for the benefit of the school or any school activity. The Headteacher should make it clear to parents at the outset that the activity cannot be funded without voluntary contributions. The Headteacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. School will make it clear to parents at the outset what their policy for allocating places on school visits will be.

***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.

*\* Legislation requires that the cost of residential visits can only be covered by voluntary contributions from parents. We have to explain that should you decide not to contribute the full amount of the voluntary contribution, the law states that your child is still entitled to take part in the visit. In reality however, we will not be able to run any residential visits if any parents decide against contributing as we have no alternative source of funding. If you feel for personal reasons that you are unable to meet the voluntary contribution in full, please see your child's teacher, or the Headteacher, in confidence.*

### **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 currently organises swimming lessons for Y4 children. We ask parents to make a voluntary contribution towards transport. School will pay for hire of 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 their ParentPay account, which should remain in credit at all time

## **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:

- receipt of 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 guaranteed 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 4 weeks after you stop qualifying for Working Tax Credit; 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)

***This policy should be read in conjunction with the Guidance document, CHARGING FOR SCHOOL ACTIVITIES produced by the DfE published May 2018***