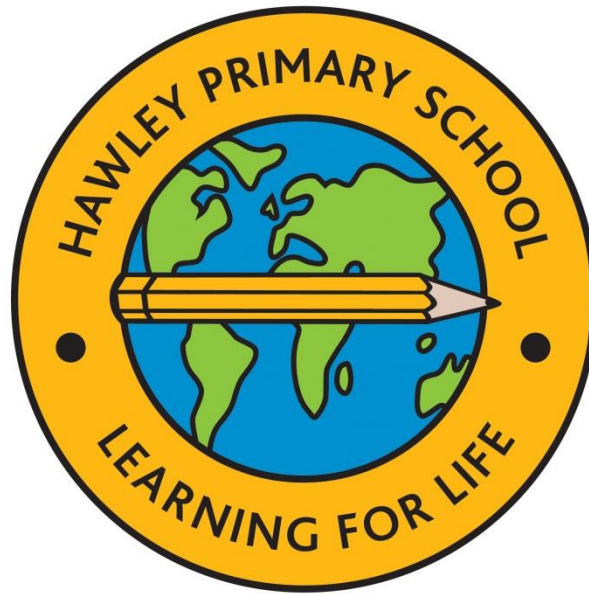


# HAWLEY PRIMARY SCHOOL



## CHARGING & REMISSIONS POLICY

**AGREED BY GOVERNORS:** Summer 2023

**LATEST REVIEW:** Summer 2023

**NEXT REVIEW:** Summer 2024

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### 1. Aims

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

### 2. 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. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

### 4. Roles and responsibilities

#### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

#### 4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

#### 5.1 Education

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education

#### 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

### 6. Where charges can be made

Below we set out what we **can** charge for:

#### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Community facilities

#### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge. 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. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 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.

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

#### 6.4 Residential visits

We charge for board and lodging on residential visits, but the charge must not exceed the actual cost. School will offer to pay board and lodgings for all children in receipt of free school meals and parents will receive a letter informing them of this, requesting that they pay a voluntary contribution towards the transport and activities only. Provision to stage payments of charges and contributions will be offered to all parents.

### 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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

- School trips to enrich the curriculum and extend children's understanding of a topic or skills.
- Extra-curricular activities to enhance the school curriculum.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### 8. Activities we charge for

The school will charge for the following activities:

- Several specialist teachers visit each week to give tuition on a range of musical instruments. The Governing Body has agreed that a charge be levied but, in order to make such tuition as widely available as possible, the cost will be subsidised from the school budget. **The parental contribution will be reviewed annually. Pupils whose parents satisfy the Free School Meals criteria will be asked to pay 50% of the contribution.**

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June/July each year. Parents will be informed of the charges for the coming year in July each year.

### 9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

#### 9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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)

## 10. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by a member of the SLT annually. At every review, the policy will be approved by the Governing Board.

## APPENDIX 1

### MUSIC TUITION 2023/2024

At present we offer tuition using teachers employed by Hampshire Music Service (HMS). Each academic year the school is charged in advance for the instrumental tuition services offered. Each pupil is required to contribute financially towards the cost of lessons. This contribution, which is reviewed annually, for the next academic year (2022/23) is **£180.00** per year for each instrument and is reviewed annually. This can be paid in one lump sum or on the following schedule:

Immediately in July 2023 to secure place	£100.00
End of October 2023	£80.00

#### Please note:

We reserve the right to cease tuition in the case of late or non-payments, or poor commitment to progress being shown in the instrument. Each pupil's progress will be reviewed at the end of each term.

Should a pupil wish to cease his/her tuition during the academic year, no refunds will be given and if paying in instalments the full amount of £180.00 will still be due. This is because the school has to commit to paying for lessons for the entire year based on the number of pupils taking up lessons in September.

If there is a teacher illness and lessons are missed as a consequence, we regret that we cannot refund any monies for instrumental tuition. **However please note contributions are only for the overall cost of lessons; Parents are not being charged the full amount.**