



Charging and Remissions Policy

Prepared: 6th April 2016

The Governing Board of Hallwood Park Primary School and Nursery adopted this policy on 21st April 2016

Version	Date of Change	Changed by	Reason for Change
2.0	21/09/2021	K.Goodwin	Policy review and updated list of benefits

Charging Policy

Status: Statutory

Purpose: The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. (See also "Charging for School Activities..." 2018)

Charges-

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Activities outside school hours:

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

Individual/Group Instrumental Tuition:

The cost for providing individual/group instrumental tuition the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.

Charging in Kind:

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions:

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given. The Head Teacher will make this clear to parents when initial information regarding the activity is shared. The Governing Body has agreed that the balance of any outstanding payment should be made prior to the child's attendance on the visit/trip etc. Parents/carers may contact the Head Teacher with any concerns they have in this regard.

Breakages

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

General

The Governing Body may, from time to time, amend the categories for which a charge may be made.

Remissions Policy

Where the parents of a pupil are in receipt of state benefits (see below) which would entitle their child to receive free school meals the Governing body will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The headteacher in consultation with the Chair of Governors will make authorisation of remission.

DFE guidance states:

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found here.

- 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)

Roles and Responsibilities:

Governors will ensure that:

- this policy is reviewed on an annual basis;
- they ensure that this policy takes account of latest guidance from the DFE
- they monitor the effectiveness of this policy.

The Headteacher will ensure that:

- this policy is implemented;
- this policy is shared with all parents

Staff will ensure that:

- they implement this policy, including reporting to the Headteacher

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.