

Policy & Procedure

Huncote Primary School



Charging & Remissions Policy ***2021-2024***



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Charging and Remissions Policy

Aims

At Huncote Primary School we believe in 'Learning for Life' by 'Aiming high in all we do'. We therefore aim to:

- Provide a vibrant, stimulating and caring environment;
- Encourage our children to thrive academically, socially and emotionally;
- Engage our children in a creative, inspiring and inclusive curriculum;
- Motivate and inspire our children for a life-long love of learning;
- Work together within our school community to prepare our children for the challenges of modern life;
- Provide and promote a safe philosophy for the whole school community.

These aims are realised through effective working partnerships between staff, pupils, parents, governors, other schools, the Local Authority and the wider community. They are present through all school life and practice.

Introduction

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

While wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils, the Governing Body reserves the right to make a charge for certain activities organised by the school when appropriate.

This Charging & 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 students taking full advantage of the opportunities.

Principles

The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The Act gives LA's and schools the discretion to charge for optional activities provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, whether during or outside school hours.

If the full cost towards any of the optional activities is not available from voluntary contributions, then it will be at the Head teacher's discretion to further subsidise the cost from other sources, including school funds, to enable the activity to take place.

If the amount of the subsidy required (other than voluntary contributions) is too great, then the activity may be cancelled.

Responsibilities

Authority for day-to-day management of the policy is delegated to the Head teacher who will determine the costs of activities. The Office administrator, who is responsible for overseeing the collection of income, is aware of current charge rates and VAT implications.

Optional extras

The school endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/Carers will be notified in advance of any such activities and their estimated cost, as well as requesting a financial contribution. Parent/carer consent will be obtained for the child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of: the pupil's travel cost; the pupil's board and lodging cost; materials, books, instruments and other equipment; extra staff costs; entrance fees to museums, castles, theatres etc; insurance costs; the expenses only of participating teachers engaged on a separate contract to provide and 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an optional extra and only board and lodgings charges may be made.

Examples of additional activities organised by the school during curriculum time, which require parental voluntary contributions in order to take place. These activities are known as 'optional extras'. This list is not exhaustive.

- Visits to Museums and Art Galleries
- Sporting activities which incur transport and/or additional teaching expenses
- Outdoor adventurous activities
- Visits to the Theatre
- School Residential Visits
- Musical Events

Charging for Residential Trips

Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for the board and lodging element and parents/carers will be asked to make a voluntary contribution towards travel expenses and entrance fees. Parents/carers will be notified in advance of any such activities and their estimated cost and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each pupil; no other cost will be covered by the charge.

We are able to subsidise fees for board and lodging where families qualify for remission through the use of Pupil Premium funding.

Materials, Equipment and Ingredients

The Governing Body reserves the right to ask for a voluntary contribution towards the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

It is the responsibility of parents/carers to cover the cost of purchase of hire instruments, materials, equipment or clothing for activities which take place outside school hours and which are purely voluntary or optional. (It is the parent/carer's responsibility to supply school uniform, including PE and Swimming Kit).

Music Tuition

All children study music as part of the school curriculum entitlement. There is a charge for individual or group music tuition whether in or out of school hours, unless it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum. Parent/carers pay for their child's provision of music tuition directly to the peripatetic tutor.

After School Clubs

One free after school club per term available to pupils eligible to Pupil Premium funding.

Community Users

The school may arrange to hire its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs. See the Huncote Hiring Policy, Scale of charges and Terms and Conditions of hire.

The Governing Body may, when appropriate amend the categories of activity for which a charge may be made.

Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remission policy sets out the circumstances in which charges will be reviewed:

Eligibility to Free School Meals – DfE website

<https://www.gov.uk/apply-free-school-meals>

Available in England.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more £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)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- Younger than the compulsory age for starting school
- In full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

Last updated: 17th November 2020

These conditions are subject to change.

Application for remission should be made to the School Office administrator on the school office e mail office@huncote.embracemat.org and will be treated in confidence. The final decision with regard to assistance lies with the Head teacher.

In case of financial difficulty parents should contact the Head teacher.

Agreed & adopted by The Governing Body of Huncote Primary School

Signed.....

Date

Chair of Full Governing Body

This policy will be reviewed every 3 years or as required by legislation

May 2021