



## CHARGING AND REMISSIONS POLICY

Last updated Summer 2015

**Reviewed Spring 2019**

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

### **Definition**

The school day is defined as: *9:00am-3:30pm*. The midday break does not form part of the school day.

### **Responsibilities**

The head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

### **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching a pupil to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, field trips or activity days.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example a football club or a theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential Trips**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits, whose remission will be decided upon by the Governors [see below].

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

In making its risk assessment of the trip the school will decide on the number of competent adults necessary to ensure the children's safety. The school reserves the right to decide who these adults might be and invite them as necessary.

## Transport

Parents may be charged for any transportation costs which involve travel to off-school-site activities.

## Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## Eligible benefits

Eligible benefits are those that are currently used to calculate eligibility for Free School Meals.

## Charging in kind

Although school will ensure parental contribution is kept to a minimum, the provision by parents of materials, ingredients, equipment may be requested on occasions for some subjects, for example for Design Technology, Science and Art (including ceramic work).

## Photocopying Charges

The cost of using the school photocopier is available from the School Business Manager; the cost of paper plus copy cost plus VAT is taken into account when formulating this cost. If a parent wishes to examine copies of school's policies, they will be allowed to view the copies in school; but they will be charged the rate of photocopying if they require to keep a copy (labour, at Teaching Assistant cost, will also be charged where the number of policies required over a period of one term is above two). Wherever possible, the school's policies will be made available on the school's website.

## Statement on Remissions from the Governors of Hayward's Primary School

*The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' 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.*

Where the parents of a pupil are in receipt of **Eligible Benefits**, the Governing Body will consider remitting in part or in whole the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum, **but such a decision is at the full discretion of the Full Governing Body**. There are absolutely no guarantees of any financial support.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head teacher in consultation with the Chair of Governors.