Hardwick Primary School

Caring Achieving Respectful Exciting

Charging and Remissions Policy

School Leader:	**M Richardson**	
Link Governor:	**C Foyle**	
Policy Approved	**Signed: J Robinson**	**Date: 06.04.2017**
Policy Reviewed	Signed: J Robinson	Date: 07.06.18
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Charging and Remissions Policy

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Statement of Intent

Hardwick Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.
We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'
- 'Our Funding Agreement'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

The School aims to support all pupils in receipt of Pupil Premium by subsidising extra- curricular trips and activities, and will not request any contribution towards the overall costs. Pupils not in receipt of Pupil Premium, parents will be encouraged to

apply for Free School Meals but will be asked to contribute to any school trip or visitors in school.

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education.
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Voluntary contributions

4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. **If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.**

4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

4.4. The School aims to support all pupils in receipt of Pupil Premium by subsidising extra- curricular trips and activities, and will not request any contribution towards the overall costs.

5. Music tuition

5.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Transport

6.1. We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.

7. Residential visits

7.1. We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

7.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

7.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

8. Damaged or lost items

8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

9. Remissions

9.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

9.2. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 State Pension Credit
- Child Tax Credit, provided that they are 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 four weeks after they stop qualifying for Working Tax Credit

9.3. To request assistance, parents should contact the **school business leader** email bursar@hardwick.derby.sch.uk or the school office on tel: 01332 272249

10. Monitoring and review

10.1. This policy will be reviewed **annually** by **the governing body**

Appendix A
APPLICATION FOR SUPPORT RESIDENTIAL SCHOOL TRIP FOR FULL-TIME PUPILS

Applicant Details
The details of the Parent or Guardian claiming benefit
Title Mrs _ Ms _ Miss _ Mr _ Other _____

First Names _____Surname _____

Date of Birth __/__/__

Address _____

Postcode _____

Telephone _____ ___ ___ Mobile _____ ___ ___

Email _____

Children at School attending residential school trip

First Name.....Surname .....

Date of Birth .....Class .....

I wish to apply to the Governors of Hardwick Primary School for financial support to enable my child to participate in this residential trip.

I understand that support is granted on the understanding that my child is entitled to receive Pupil Premium.

I declare I am legally responsible for the child I am claiming for.

I certify that the above statement and information given by me on this form is complete and true and I authorise the Governors of Hardwick Primary to take such steps, as they consider necessary to verify the same.

Signed
Parent/Carer.....Date.....

✂----------

Confirmation application agreed signed _____Headteacher/Governor

Support agreed in the sum of £_____Date

Copy to parent

Appendix B
Charges 2019/20

- Visiting Theatre Companies and Storytellers. £2 per visit
- Residential School Trips support for families on Pupil Premium, parents to fund 1/3rd overall costs school to fund 2/3rds of overall trip.
- School Trips with coach travel - parental contribution to school trip
- School Trips local - parental contribution to school trips
- Bookbags (£3.50)
- School photographs – not professional (50p)
- Laminating (20p per pouch)
- Sports Clubs After School (£1.00) for 1 hour coaching
- School Clubs (£1.00) per week towards resources if required
- Holiday Clubs (£2.00 per day)
- Lost/damaged reading books according to replacement value
- Lost or damaged property according to replacement value
- Swimming Costumes at cost
- Breakfast Club (£1.00) per day
- Tuck Shop (£1.00) maximum spend once a week
- School Meals Pupils (£2.10)
- School Meals Staff (£3.00) including VAT
- Staff Light Meal (£2.00) including VAT
- Salad (£1.00) including VAT
- Duty Meal (50p) including VAT
- Telephone (20p per call)
- Photocopying (10p per sheet A4 20p per sheet A3 Black & White)
  (20p per sheet A4 40p per sheet A3 Colour)

- Lost lanyards and photo ID (£7.00) including VAT
- Lost key fobs (£10.00) including VAT
- Costs incurred between DDAT, Hardwick Primary, St Chad's and St James Junior to be reimbursed at cost price to include staff time at hourly rate.