



Adopted at LGB
(Chair's Actions 2.2.2021)

Signed.....C.Gate, Chair of LGB.....

Due for Review.....July 2024.....

Henry Chadwick Community Primary School

Charging and Remissions Policy 2023-2024

A) Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

All children study music as part of the normal school curriculum. We do not charge for this. Should you request individual or group music tuition for your child, this will be charged.

Parents cannot be charged for activities which take place during school hours, or which are required either as part of the syllabus, for an examination course or as part of the National Curriculum. Parents can only be charged for activities that happen outside school hours when these activities are not necessary as part of the National Curriculum or Religious Education. Charges may be made for other activities that happen outside school hours if parents agree to pay.

B) Voluntary contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Parents of children in receipt of FSMs will not be asked to make a voluntary contribution but may contribute if they so wish.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities that may be organised by the school, which require voluntary contributions from parents. These activities are known as enrichment activities. This list is not exhaustive:

- visits to museums, theatre and other places of interest;
- sporting activities that require transport expenses;
- outdoor adventure activities;
- musical events.
- Residential Visits.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

C) Charges

Charges may be made for the following activities:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- individual or group tuition in the playing of a musical instrument (as detailed above)
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements because of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs
- letting of the school premises or grounds
- extended school care activities such as CHAMPS - before and after school club, holiday clubs and "wrap around" nursery provision
- charges for materials or ingredients where the pupils wish to keep or consume the finished product
- tickets for drama productions in school

In determining any charge to be made the following points will be considered:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;

- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary or through fund-raising
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear

Charges are also made for school dinners, which parents are responsible for unless they qualify for Universal Infant Free School Meals (Reception, Year 1 and Year 2) or benefit-related Free School Meals (FSMs) under the Government determined criteria. Payments for such meals should be made via Parent Pay. If a debt reaches £25.00 then a reminder is given to parents.

The responsibility for determining the level of charges to be made is delegated to the Headteacher who will consult the Local Governing Body, when required.

D) Remissions

Children whose parents are in receipt of benefit-related FSMs are also entitled to the remission of charges for board and lodging costs during residential school trips.

For any other charges that may be made the responsibility for determining any remission that may be made is delegated to the Headteacher who will consult the Local Governing Body, if appropriate. Remissions may also be granted to pupils for whom the school receives a Pupil Premium eg LAC or Services' pupils.

E) Prohibition of Charges

The LGB of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education 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;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Appendix 1

Specific Charges for 2020-2021

Wrap Around Care

"Wrap Around Care" is available to parents with pupils in our Pre-Reception (Nursery) year group. This enables parents/carers to "buy" additional sessions over and above the first Government funded 15 hours if families are not eligible for the extended further 15 hours provision. There is a charge for all children who remain for the lunchtime session (11.45am to 12.15pm). The charge is £4 plus the cost of lunch if taken. The charge for an afternoon session is £15 (12.15pm to 3.15pm).

Educational Visits

For visits wholly or mostly in school time parents may be asked for a voluntary contribution to cover the costs of the visit. This will never exceed the average cost per pupil of the visit. If funds allow school may subsidise all or part of the visit, or it may be covered by funds from elsewhere e.g. PFA. For visits wholly or mostly out of school time parents will be expected to pay in full for the visit, but see notes above concerning remissions.

Residential Visit

For 2023/2024 the full cost of the Residential week at Standon Bowers Lakes for year 5 and 6 during September 2022 is £XX per pupil for a week, including transport. costs for the three-day residential for Year 3 and 4 in June 2024 is £XX. This includes the cost of the coach to transport the children to and from the venue. The school will fully subsidise the cost for pupils eligible for free school meals.

Lettings

We let the premises to Footsteps Sports Academy in the holidays. The hire charge is £XX per day.

After School Clubs

From time to time external providers run after school clubs. The cost to parents and/or any letting fee will be determined in negotiation between the provider and the headteacher. This currently includes Footsteps Sports Academy.

Requests for donations

On occasions school will arrange events such as non-uniform days where there will be a request made for a donation or contribution.

Appendix 2

POLICY ON CHARGING AND REMISSION FOR INSTRUMENTAL MUSIC TUITION

- 2.1 The Governors seek to recover the full costs of private instrumental tuition from parents, except in the cases as outlined below.
- 2.2 All payments should be made via Parent Pay. Parents are asked to give a term's notice if a child wishes to stop lessons.
- 2.3 This document encompasses remission arrangements in the following circumstances:
 - where a pupil is in receipt of benefit-related free school meals
 - where a pupil has been in receipt of benefit-related free school meals in the last 6 years
 - where a convincing appeal is made to the Headteacher
 - Remission will consist of 100% of the fees for pupils currently in receipt of benefit-related free school meals and 50% for those pupils previously eligible, for one instrument only. In the case of a convincing appeal, Governors will be asked to ratify the Headteacher's decision at the next possible opportunity. All questions of remission will be dealt with in the strictest confidence.
- 2.5 The inability of parents to pay will not be the cause of any pupil being refused lessons.