

Charges and Remissions Policy



Approved by: The Governing Body

Date: 02-04-19

Next review due by: 02-04-21

Introduction

The Governing Body recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards all aspects of child's education (including personal and social education). The Governing Body aims to promote and provide as far as possible such activities both as part of a broad and balanced curriculum for the children of the school and as optional activities.

The Governing Body of Heckmondwike Primary School believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- **charges will not be made;**
- **charges will be made;**
- **charges may be waived.**

2. Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to children. The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes the Governing Body from encouraging parents to make a voluntary contribution to ensure additional activities are feasible and subsequently offered to children of Heckmondwike Primary School. ***(All requests for voluntary contributions will emphasise their voluntary nature and the fact that children of parents who do not make such contributions will be treated no differently from those who have).***

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset;

No child will be excluded from an activity because parents are unable to pay;

If insufficient contributions are raised, the trip or activity may have to be cancelled;

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

3. Definition of School Hours

A school session is the period either side of the lunch break, ie there are two school sessions per day, a total of ten during a week, Monday to Friday. Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of twelve hours ending with noon or midnight on any day.

Is a Residential Trip In or Out of School Time?

Making charges for a residential visit depends upon whether the visit is defined as being:

- wholly or mainly **within school hours or;**
- wholly or mainly **outside school hours.**

Residential Visit (wholly or mainly within school hours):

- If the number of school sessions taken up by the visit is **50% or more** of the number of half-days spent on it, the whole visit is defined as being **within school hours** (ie Cliffe House Residential) and charges may be made for components of the visit (see Point 5).

Residential Visit (wholly or mainly outside school hours):

- If the number of school sessions taken up by the visit is **less than 50%** of number of half-days spent on it, the whole visit is defined as being outside school hours and **a charge will be made.**

4. No Charges Will Be Made For:

- 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 child is being prepared for at the school, or part of the school's basic curriculum for religious education;
- tuition for children learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school;
- education supplied (by external provider: eg Museum Guide) 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 child 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 children on a residential trip;

5. Charges (Activities For Which Charges May Be Made)

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Activities Outside School Hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

It is the policy of Heckmondwike Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or thing which will or may be charged for:	Notes	Remitted or help available
Charges will/may be made for any Ingredients, materials, books, instruments, or equipment, relating to activities taking place during school hours where a parent wishes their child to own them.	Parents are encouraged to provide materials for practical subjects, but no child must be disadvantaged because of parents' inability/reluctance to pay. Eg. A clay model - a charge to cover the cost of the clay (Art), models and baking (D&T).	Variable
Charges will/may be made for Music Tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual child or groups of up to four children (unless part of the national curriculum). Decisions about instrumental tuition will be reviewed annually and parents informed.	Variable
Charges will be made for components of residential trips	Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. Any charge for a particular activity will be calculated by reference to the actual cost of providing the activity, divided equally by the number of children willing to participate. The charge may include an appropriate element for such things as: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> travel costs; <input checked="" type="checkbox"/> board and lodging costs; <input checked="" type="checkbox"/> hire of specialist equipment; <input checked="" type="checkbox"/> entrance fees; <input checked="" type="checkbox"/> insurance costs. 	Remission for category A (see below)

6. Remissions

In order to remove financial barriers from disadvantaged children, 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 (ie. family hardship, which make it difficult for children to take part in particular activities). When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. The Head Teacher in consultation with the Chairman of Governors will make authorisation of remission. *(All remissions will be paid for from funds raised with the help of parents, not from Kirklees Council money. Parents are asked to support the school in all fund raising activities.)*

7. Families Qualifying for Remission or Help With Charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of nationally agreed criteria which are:

- Universal Credit in prescribed circumstances;
- 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 the Inland Revenue) does not exceed £16,190;
- The guarantee element of State Pension Credit
- An income related employment support allowance that was introduced on 27th October 2008.

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head Teacher. The final decision with regard to assistance payments lies with the Head Teacher in consultation with the Chair of the Governing Body.

8. Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead.
- We have established a system for parents to pay by instalments (for residential or 'expensive' visits);
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against children from families on lower incomes and we will avoid that method of selection.

9. Voluntary Contributions

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and children will not be treated differently according to whether or not their parents make a contribution in response to any invitation.

10. Breakages and Damage to School Property

The Governing Body reserves the right to seek reparation from parents where their child intentionally or negligently:

- loses a school book (eg Library Book), equipment etc;
- breaks/damages the school premises, furniture or property.

Compiled by Governing Body Finance Committee	Date: November 2014
Approved by: Heckmondwike Primary School Governing Body January 2015	Next revision date: April 2019
Evaluation & Review by: Governing Body Finance Committee – January 2018	



**HECKMONDWIKE
PRIMARY SCHOOL**

--	--

Specimen Letters to Parents

10 April 2019

Name of Visit (eg. Jorvik Museum Visit (York))

Dear Parent

**** Short blurb about visit.**** eg. On Thursday 29th November 2015, as part of the Year Four historical study related to Vikings, your child is offered an exciting opportunity to visit the Jorvik Centre in York and the DIG, enabling them to experience the work of an archaeologist and explore York's rich heritage (explain value in educational terms).

In Year **** there are ***** children and the cost of this visit to the school for each child will be £****. This amount has been calculated using the figures identified below:

- £ travel costs;
- £ teaching costs (engaged specifically for the activity using external providers);
- £ entrance fees (museums, theatres etc);
- £ insurance costs.

The total cost of the visit will be subsidised by school. However, it is necessary to ask for a voluntary contribution of £**** per child if the activity is to take place. This contribution is voluntary, but unfortunately if insufficient contributions are made the visit will have to be cancelled.

Please consider this visit to be a very important part of your child's learning and complete the attached slip below, returning it to your child's Class Teacher.

Yours sincerely

Group Leader

.....

Visit to *** Date: *******

I give permission for my child Class to visit *****.

- I agree to pay a voluntary contribution of £..... cash at the office.
- I would like to make an appointment with the Headteacher to discuss the cost of the visit.

Home Telephone Number Mobile Number

Emergency Contact Number on the day of the trip

If your child is entitled to Free School Meals they will be provided with a free packed lunch. **You will need to provide your child with a drink.**

If your child has any food allergies please give details

Signed.....Parent/Guardian