



Aim High: “Mighty oaks from little acorns
grow...”

Working happily together, inspiring a
desire to learn.

Policy for Charging and Remissions

- THIS DOCUMENT IS the Policy for Admissions at Hockley Primary School
- The Policy was reviewed and adopted during the Summer Term 2015 after consultation with Staff and Governors
- IT WAS APPROVED by the Governing Body in the Summer Term 2015.
- THE DOCUMENT WILL BE REVIEWED tri-annually. Next review Summer 2018.

Charging for activities connected with schools

The governing body of the school must have a policy on charging for activities that take place during or outside of the school day, without such a policy they are not allowed to make any charge. In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the national curriculum.

Voluntary contributions

The governing body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute may not be discriminated against. No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges for board and lodging:

- Income Support
- Income Based Job Seekers Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and Child Tax Credit, where the parent is not entitled to Working Tax Credit dependant on Income
- Guarantee element of State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

Instrumental Music tuition

A charge may be made for instrumental music tuition for up to and including six pupils, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Charges for “finished products”

Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology.

Optional extras

This kind of activity can be charged for where the activity takes place outside school hours.

This can include:

Pupil's travel costs.

Board and lodging

Materials, books and other equipment

Non-teaching staff costs

Entrance fees to museums, theatres etc.

Insurance costs

The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Clothing

Although no charge can be made for "equipment" for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy

Other charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

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.

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging could be remitted in full.

Parent Teacher Association (PTA)

We raise funds through the provision of community events and school activities for children.

The Association charges children to attend evening Discos or other such entertainment.

Children usually attend in sufficient numbers to ensure a profit is made for the Association funds, which are dedicated to providing additional resources for school.

Charging for Breakages, damage or loss

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for wilful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.