

Hotspur Primary School

Charging and Remissions Policy



Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This complements the information given in "A Guide to the Law for School Governors" (Chapter 23). The terms are also set out in the Education Act 1996 and is also referred to in paragraph 1.82 in the School Admissions Code, and in para 1.97 in the revised School Admissions Code (in force from 10/2/09).

The policy will set out the Governing Body's policy on charging and remissions at Hotspur.

Some Key Principles at Hotspur

- Activities will not be planned that are prohibitive due to cost and members of staff will be mindful of the impact on families of visits within a year and in other classes where children may have siblings.
- Hotspur is committed to enabling participation of disadvantaged children in all aspects of school life. Where it is felt that a child may not be taking part in an activity or visit due to cost concerns contact will be made by staff with the family to reassure them that there are funds available in school to support participation. There will also be attempts to remove any other barriers that are restricting participation.
- An Equality Impact Assessment will be carried out for all new activities to ensure that no groups are unintentionally marginalised. (eg if children need to meet at school early in the morning or at a weekend arrangements will be made to collect children when this causes difficulty).
- Where extra activities are planned that may have cost implications (eg sports clothing) families will be helped to overcome this to enable participation.
- The Headteacher and Chair of Governors will make decisions, which will be confidential, on individual cases that do not meet prescribed criteria.

Educational Visits

- Hotspur may request a voluntary contribution for educational visits to contribute towards costs of transport or entrance. These are **not compulsory** and no children will be excluded from the visit due to an inability or unwillingness to pay.
- Where possible metro transport will be used as the school will have an annual pass that allows travel for up to 60 children at any time.
- Educational visits will make the most of the many free activities, museums and attractions close to school to minimise expense. Hotspur also has an annual membership for National Trust.
- The Hotspur Entitlement identifies some key experiences for children during their time at school which will be financed through the support of Friends of Hotspur. These include:
 - Y1 Northern Stage Under 7s Christmas performance
 - Y3 large-scale visit to Beamish, Wallington or similar
 - Y5 Northern Stage Christmas performance

Residential Visits

- Parents and carers will be given a year's notice of such visits and options to pay in instalments.
- The Widening Opportunities Fund will be used to subsidise residential visits for families that have difficulty in meeting the costs.

Music Tuition

- All children will receive some instrumental teaching through class music and the specialist partner scheme.
- Instrumental lessons will generally be provided by NEMCO who will invoice parents and carers directly. Other instrumental costs will also be passed to parents without any additional admin costs.
- Children identified as being in receipt of the pupil premium will receive free instrumental lessons and will be actively encouraged to try an instrument.

Targeted Extended Services Activities

- Activities such as Bridges will be provided free of charge to all participants as children are invited to take part. Other activities such as summer holiday activities will be designed to use free or inexpensive resources, such as the Ouseburn Farm and will be free to all participants whether they are invited or self-selecting.

Childcare and Nursery Wrap Around

- Whilst these are run by the school they are separate to the statutory provision and school income cannot be used to subsidise these. Fees for Childcare and Wrap Around will be determined by the Governing Body and will be set at a level that these provisions do not have a financial impact on the school budget.

More information can be found in the DfE statutory guidance on [charging for school activities](#).