

Hampton Vale Primary Academy

CHARGING AND REMISSIONS POLICY

**Presented to:
Local Governing Committee
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1.0 PURPOSE OF THE POLICY

- 1.1 a) To provide effective, fair and reasonable treatment to any charges and remission related to the school and as such to promote and provide activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional extras.
- b) To ensure that all staff, parents and pupils are aware of the procedures in place.
- c) To provide awareness of charging and remission should the need arise at Governor meetings.

2.0 INTRODUCTION

- 2.1 The law requires that education during normal school hours and the examination of pupils in accordance with the National Curriculum is provided free of charge. The Governing Body recognises the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards pupils' education and reserves the right to charge parents (word 'parent' refers to parent or carer or guardian within this policy) in accordance with the provisions of the Education Act 1996.

It is the aim of this document to explain clearly the Charging and Remission Policy that exists within the school and the procedures that must be followed.

3.0 EDUCATIONAL CONSIDERATIONS

- 3.1 The school does not take into account parents' abilities to contribute to the school, in financial or other ways, when deciding whether to admit pupils.

The essential costs of following syllabuses for prescribed public examinations or as part of the National Curriculum are to be met by the school at all times. (As part of its normal working, essential equipment eg. safety goggles, aprons are provided by the school)

The school requires parents/carers to make reasonable endeavours to provide their pupils with the appropriate uniform, sports dress for games, PE and swimming, as specified in the school's Uniform Policy. A school shop is located on site to support parents/carers with this.

Unless otherwise advised to the contrary, transport provided in school hours to carry pupils to other premises where education/an academic activity is arranged will be provided free of charge.

4.0 EXAMINATIONS

- 4.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

5.0 VOLUNTARY CONTRIBUTIONS

- 5.1 The 1988 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.
- 5.2 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to voluntarily contribute to the cost.

All contributions are voluntary. If the school does not receive sufficient voluntary contributions, the school will cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. The school does not treat these children differently from any others.

- 5.3 Subsidies from various sources eg the school's Trips Budget, voluntary organisations etc will be considered to cover deficits.
- 5.4 Whenever possible, the school will give sufficient notice to allow the parents/carers to pay by instalments.
- 5.5 If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the school will allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

- 5.6 Unless otherwise notified, a deposit(s) required in respect of any trip, visit or activity will be non-refundable.

In appropriate circumstances the school may, at its sole discretion, subsequently refund part or all of any deposit paid. Where instalments have been paid towards a trip these will become non-refundable (except at the school's discretion) once the due date in the payment schedule has passed. This is to take account of expenditure made for advance bookings which may have been made on the basis of a child's participation.

- 5.7 If a deposit or any other payment is made in respect of any particular trip, visit or activity and a pupil's behaviour is such that, having regard to the school's policies on behaviour and discipline, the pupil is refused permission to participate then all such payments shall, unless otherwise agreed, be retained by the school to defray costs, expenses and any losses relating to that planned event.

- 5.8 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to places of interest
- Sporting activities
- Indoor/ outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

6.0 RESIDENTIAL VISITS

- 6.1 When a residential visit takes place either inside or outside school hours, a charge will be made for the cost of travel expenses, board and lodgings, and the entrance fees and price of activities subject to the Remission Policy. The charge will not exceed the actual cost of provision.

Payment is required for a child to attend a residential visit. Residentials are optional.

7.0 MUSIC TUITION

- 7.1 All children study music as part of the normal School Curriculum. We do not charge for this.

8.0 SWIMMING LESSONS

- 8.1 The school organises swimming lessons for Year Groups 2 - 6. These take place in school time and are part of the National Curriculum. We ask parents/carers for a voluntary contribution towards the cost of this which includes tuition and transport on a coach.
- 8.2 No pupil will not be allowed to attend swimming lessons due to non-payment and these lessons will be covered by the PE budget should there be a shortfall in payments.

9.0 FREE SCHOOL MEALS

- 9.1 Free School Meals will be provided where a parent/carer is in receipt of the following as at the date this policy is agreed or the current revision is in place:
- Income Support (IS)
 - Income Based Job Seekers Allowance (JSA(IB))
 - Employment and Support Allowance (Income Related) (ESA (IR))
 - Child Tax Credit but not Working Tax Credit and having an annual household income of less than the most recent limit notified
 - Guarantee Credit element of State Pension Credit
 - Support under Part 6 of the Immigration and Asylum Act 1999

10.0 DAMAGE TO PROPERTY

- 10.1 Parents/carers are advised that they will be asked to pay the costs of repairing damage to the school buildings, replacing broken windows and/or defaced/damaged/lost resources etc where these are the result of their child's behaviour.

11.0 OUTSTANDING MONIES

- 11.1 The school reserves the right to take legal action to recover any properly due charges, fees, costs, damages or other expenses that remain outstanding after prior written notice has been issued to the parent/carer concerned seeking either settlement or an explanation for non-payment.
- 11.2 The school will always seek to reach a mutually agreed settlement to any dispute concerning its charges and will consider applying its Remission Policy in cases of genuine financial hardship.

12.0 REMISSION POLICY

- 12.1 The school will respond to requests for remission of charges on a case by case basis, which will be to a limited extent as current year funding allows. This is at the discretion of the Headteacher.

Where the school undertakes an activity where a voluntary contribution is to be requested remission may be made to pupils whose parents/carers receive income support or job seekers allowance or any income based governmental replacements or who can demonstrate low family income. On application to the school, consideration will be made to make a payment towards the cost of a trip from the Financial Disadvantage Fund. This is on a case by case basis at the discretion of the Headteacher.

13.0 AFTER SCHOOL SPORT AND CREATIVE ACTIVITIES

- 13.1 The school has a paid for nursery, known as Seedlings. Charges and admission information are available from the school and are detailed on the school website.

14.0 BEFORE AND AFTER SCHOOL CARE - GOSLINGS

- 14.1 The school operates a before and after school club known as Goslings. Charges and admission information are available from the school and are detailed on the school website.

15.0 REVIEW

- 15.1 Unless otherwise required, this policy will not be reviewed for a period of three years.