

Charging and Remissions Policy

Hawthorn Primary School



Approved by: Finance, Staffing and Health and Safety

Date: December 2017

Last reviewed on: December 2017

Next review due by: December 2018

Charging & Remissions

Rationale

All education during normal school hours is free. There will be no charge for any activity undertaken as part of the National Curriculum. The schools provide all books and equipment to be used at school.

The schools recognise the valuable contribution that the wide range of additional activities, including trips and residential experiences, can make towards pupil's personal and social education. We always try to subsidise the cost of the visit and it is our policy that every child should have the opportunity to attend.

The school will ensure that on no occasion where charges may be levied, as for example, for residential visits, any pupil is disadvantaged solely by their inability to pay.

Aims & Objectives

The school will: Support every child to achieve their full potential; socially, physically, morally and educationally by providing additional activities.

Sensitively make charges and ask for voluntary contributions where appropriate.

Charges

The School may charge for activities that are outside of the school curriculum and are not related in whole or in part to the National Curriculum (for example, full or partial costs of residential trips outside school hours).

Any charge may not exceed the actual cost of providing the activity divided equally by the number of pupils participating in the activity.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If insufficient voluntary contributions are received, it may be necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children will not be treated differently from any others. 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, the child will be allowed to participate fully in the trip or activity. It may be necessary for the school to pay the additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school will provide this information on request.

The following is a list of additional activities or costs which may be organised by the school and for which voluntary contributions from parents may be required:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips which incur entry fees or transport costs;

- musical events
- artists or drama workshops held in the school
- cooking or art activities during the school day but only if the pupil takes the item home and the teacher has advised the parent/s prior to the activity

This list is not exhaustive.

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, there is no charge for the education. However, a charge to cover the costs of board and lodging and a voluntary contribution for transport and activity costs could be sought. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Headteacher.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support;
- Income based Job Seekers Allowance;
- Support under the 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 Her Majesty's Revenue and Customs) does not exceed £16, 190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Music Tuition

All children study music as part of the normal school curriculum. There is no charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum.

Swimming

The school organises swimming lessons for 30 children over the year and some booster sessions where needed. We make no charge for this activity.

Damage and Breakages

Parents may be asked to pay for the cost of replacement or repair of any property and equipment, where the School considers the damage or loss to be the fault of the pupil's misbehaviour or negligence.

Remissions

The school will give consideration to the remission of charges to parents or carers who receive certain benefits.

Children of families who receive these payments may also be entitled to free school meals. Families who wish to be considered for remission charges (where the school

decides to subsidise part or all of the payment for certain activities), should apply to the Headteacher. All applications will be dealt with confidentially.

Monitoring & Review

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. This document has been written with guidance from the Department for Education statutory policies for schools.

**Governors – January 2019 – F/S/H & S Committee
Review – January 2020
School Business Manager**