



Hagley Primary School

Charges and Remissions Policy

November 2021

HAGLEY PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Purpose

The purpose of the policy is to provide clarity over those items that the school will provide for free and those where there may be a charge. This will ensure that all children have access to a full and broad curriculum during the school day¹.

The policy has been informed by the Department for Education Guidance "Charging For School Activities" which was last updated in May 2018.

Relationship to other school policies

Hagley Primary School will only commit to policies and practices that will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy therefore complements the school's single equality policy, curriculum policy, teaching and learning policy, pupil premium policy and finance policy.

Roles and responsibilities of Head Teacher, other staff, and Governors

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually to ensure that it meets with current guidance from the Department for Education.

The Head Teacher will inform parents on low incomes and in receipt of certain benefits, the support available to them when being asked for contributions towards the cost of school visits.

Policy Details

Section 1 - Activities held during the School Day

No charges will be made for:

- All activities that are a part of the National Curriculum² for compulsory school age children, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education. This includes any necessary materials and equipment.
- Tuition for pupils learning to play musical instruments or singing if the tuition is required as part of the National Curriculum
- Education provided on a school 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

¹ The school day is defined as: 8.45 – 12.00 and 13.00 – 15.00 (Foundation and KS1)
8.45 – 12.00 and 13.00 – 15.10 (KS2)

² The National Curriculum is a set of subjects and standards used by Primary and Secondary Schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.

pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.

Charges will be made for:

- Teaching an individual pupil or small groups of pupils to play a musical instrument outside of the National Curriculum. Examination fees in connection with this will also be charged for.
- Optional activities outside of the school day, for example an after school football club run by outside agencies. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.
- School residential trips where activities are held outside of school hours (see below)
- Optional extras such as material, books, instruments, or equipment, where the child's parents wishes their child to own them.
- Parents will be notified in advance of any such items.

Voluntary Contributions:

- Voluntary contributions (non-profit making) may be sought for activities during the school day that entail additional costs and are felt to add to the richness of the curriculum being offered. This could cover sports teaching using specialist coaches and transport, visiting speakers and entertainers, swimming lessons and school trips.
- Parents will be notified in advance of any such items.
- If the activity cannot be funded without voluntary contributions, this will be made clear when parents are initially informed about the planned activity that this is the case.
- No pupil will be prevented from participating because his/her parents cannot or will not make a contribution.
- Pupils who are in receipt of Free School Meals will not be asked to make voluntary contributions towards school activities. Hagley Primary School will make the contributions on their behalf from designated funds within the school's annual budget. This will be noted on all activity letters that are sent out to parents.
- If insufficient funds are made available, the school reserves the right to curtail or cancel activities or trips. In such cases, parents who have made a donation will receive a full refund.
- Refunds of voluntary donations will not be made when children are unable to attend due to personal circumstances such as ill health.

Music Tuition:

- Charges will be made if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupils.
- The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or group of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of lessons may depend on the size and duration of the class as well as the type of instrument.
- The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by students. This includes instruments, books and exam fees.
- We are committed to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be subject to a 50% remission for pupils in receipt of Pupil Premium Grant.
- No charge will be made in respect of a pupil who is looked after by the local authority.

Education partly during the school day (Non-residential)

- This is where less than 50% of the time spent on the activity falls during normal school hours. It is therefore deemed to have taken place outside of school hours and those rules apply.
- A charge will only be made if the activity is not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Section 2 - Residential Visits

We will charge anything up to the full cost of board and lodging and transport. The cost of transport will be calculated to cover the unit cost per pupil. The charge will not exceed the actual cost. Parents who are in receipt of certain benefits may be exempt from paying these costs but no other pupils will be charged extra to cover this amount. The school may charge for activities that fall outside of school hours.

There will be no charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit 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 pupil is being prepared for at school, or
 - part of religious education, and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Remissions

When parents are informed about a forthcoming residential visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will be offered financial support by the school towards the cost of the residential trip:

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, below that set by the Inland Revenue, currently £16,190;
- The guaranteed element of State Pension Credit;
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Current or past free school meals eligibility.

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Head Teacher, so that no child is discriminated against. All applications for support/special consideration should be made directly to the school Finance Manager.

Section 3 - Calculating charges

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided equally by the total number of pupils expected to participate. There will be no levy on those who can pay to support those who are unable to or wish not to pay. The charge may however include an appropriate element for such things as:
 - The pupils’ travel cost
 - The pupils’ board and lodging costs
 - Materials, books, instruments and other equipment
 - Non-teaching staff costs
 - Entrance fees to museums, castles, theatres etc.
 - Insurance costs
 - The expenses only of participating teachers engaged on a separate contract for services to provide the ‘optional extra’.
- Support for cases of hardship will come through use of pupil premium grants or other school funds as agreed in the School’s Annual Budget.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Reviewed by Finance Committee:

Agreed by GB on: **12th November 2021**

RCCare

Signed by Chair of Governors:

Date. **12th November 2021**

Review date: **November 2022**