



# Hadley Wood Primary School Charging and Remissions Policy

<b>Date the policy came into effect</b>	<b>July 2020</b>
<b>Date of the next policy review</b>	<b>July 2022</b>
<b>Name of the person responsible for this policy</b>	<b>Fran Worby</b>
<b>Issued to</b>	<b>Staff, governors and parents</b>
<b>Date of issue</b>	<b>July 2020</b>

## Charging and Remissions Policy

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in Governance Handbook, 2017 – 6.6.5 Charging for school activities (143 & 144) . In accordance with these guidelines the School:

- Will not charge for education including books, materials and equipment provided during school hours by the Local Authority subject to limited exceptions provided in this policy;
- Will not charge for education provided outside school hours if it is part of the National Curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at school or part of religious education;
- Will not charge instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent and delivered by specialist tutors;
- May charge for board and lodgings on residential courses, except for pupils whose parents are receiving:
  - Universal Credit
  - Income Support;
  - Income-based Jobseeker's Allowance;
  - Support under Part V1 of the Immigration and Asylum Act 1999;
  - Child Tax Credit (where the person is not receiving Working Tax Credit as well);
  - Guarantee element of State Pension Credit;
  - Income related employment and support allowance

The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits and of the support available to them when being asked for contributions towards the cost of school visits. If parents wish to make a small contribution towards Board and Lodging costs on trips that would be welcomed.

- Can charge for any materials, books, instruments or equipment, where the child's parent wishes him / her to own them.
- Can charge for optional extras such as extended day services e.g. breakfast club, after-school clubs, tea and supervised homework session

- May invite parents and others to make voluntary contributions for school time activities that enrich our pupils' education, to enable school funds to go further.
- Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May permit organisations to charge parents when such an organisation is acting independently of the School or the LEA, to arrange an activity to take place outside school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- The Governors will review the lettings charges levied by the school on an annual basis.
- If copies of school documents (e.g. policies) are requested by parents or carers, a nominal charge may be made to cover costs.

### **The cost of optional extras.**

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating.

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra;
- Non-teaching staff;
- Teaching staff engaged under contract for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra; or the cost, or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. Parental agreement is therefore needed for the provision of an optional extra where charges will be made.

Review date: July 2022