



Hadley Wood Primary School Charging and Remissions Policy

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Name of the person responsible for this policy	Fran Worby
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Charging and Remissions Policy

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum with the exception of swimming, where a contribution towards the cost of the transport is requested.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Charging

The content of this document 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 organise a residential visit in school time which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board and lodging. If parents are experiencing financial difficulties they are invited to contact the school's Head teacher in confidence to discuss how the school can support them further
- 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

- 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

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school will invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child via Parent Pay. The intent of the legislation is that no pupil may be left out of an activity because his or her parents or carers cannot or will not make a contribution of any kind. It is possible, within the legislation, to fund pupils whose parents or carers will not make a voluntary contribution from funds raised through general fundraising.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums;
- Sporting activities which require transport expenses (outside of school hours);
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events;
- Theatre companies visiting school;
- Workshops delivered by visiting companies;

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.

Equality Statement

As a school we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- gender
- ethnicity
- disability
- religion or belief
- sexual orientation
- gender reassignment
- pregnancy or maternity

The use of stereotypes under any of the above headings will always be challenged.