

# HARESTOCK PRIMARY SCHOOL

## SCHOOL POLICY

### CHARGES AND REMISSIONS

Updated: July 2017

Date: Summer 2017

Review Date: Summer 2018

#### **Purpose**

- At Harestock Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.
- To comply with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England and requires schools to provide a policy which sets out what activities the school will make charges for.
- To provide a process which allows activities to take place at a minimum cost to parents and within the school budget;

#### **Harestock Primary School will not charge for:**

- admissions;
- education provided during school hours (including the supply of any materials, books, Instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum;
- education provided on any residential visit that takes place during school hours (see below for definition of school hours);
- education provided on any residential visit that takes place outside school hours if it is part of the national curriculum;
- curriculum based music provision,
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport, to other premises where the governing body or local authority has arranged for pupils to be educated or transport provided in connection with an educational visit;

#### **Voluntary Contributions**

- The Education Act allows schools to ask for voluntary contributions for the benefit of the school or **any** school activities.
- However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.
- The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.

#### **The school can charge for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras including
  - education provided outside of school time that is not part of the national curriculum (including materials, books, instruments or equipment);
  - transport (other than to school or other premises where the pupil will be provided with education);
  - board and lodging for a pupil on a residential visit (unless parents are exempt from paying under the Remissions section of this policy);

- extended day services offered to pupils including breakfast club, after school clubs and supervised homework sessions;
- school meals at the cost determined by Hampshire County Council (unless the pupil is eligible for Free School Meals or the Universal Infant Free School Meals);
- additional music and vocal tuition - the Charges for Music Tuition (England) Regulations 2007 allow charges to be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. This tuition is currently provided by external providers. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989);
- community facilities (The powers to provide community facilities are under s.27(1) of the Education Act);
- deliberate or wilful acts which result in breakage or damage to school property. (The Headteacher's decision on whether damage is deliberate or wilful will be final).

In calculating the charges, the school may include the cost of buildings and accommodation, non teaching staff, teaching staff engaged under contracts for services purely to provide the optional extra (including supply teachers) and the cost of teaching staff employed to provide musical instrument or vocal tuition where the tuition is an optional extra.

Any charge made will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The charge will not include the cost of alternative provision for those pupils who do not wish to participate. (No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit).

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

### **Remissions**

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

- Universal Credit;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under 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;
- the guarantee element of State Pension Credit;
- Income related employment and support allowance.

Other parents who are experiencing financial difficulty are invited to approach the school school in confidence. Financial hardship will be considered by the Headteacher on an individual basis. Where the school is unable to provide financial assistance with costs, we will seek to find assistance with these charges from other sources.