



Horndon-on-the-Hill Church of England Primary School

Charging and Remissions Policy

October 2021

We are all part of God's family. Through trying our best in all we do, we find a sense of belonging.

1 Corinthians 12:27 - All of you together are Christ's body, and each of you is a part of it.

Respect, Honesty, Thoughtfulness, Courage, Responsibility

Signed-----

Chair of Governors

Date approved-----October 2021

Date to be reviewed-----October 2023

Equality, Equity, Democracy, Self-help, Self-Responsibility, Solidarity

Introduction

The Local Governing Body (LGB) of Horndon-on-the-Hill Church of England Primary School recognises the valuable contribution that a wide range of additional activities such as trips, clubs and residential experiences can make towards a child's education. The aim of the LGB is to promote such activities, both as part of a broad and balanced curriculum and as additional optional activities.

This document details the school's policy on charging for school activities and the circumstances in which those charges will be remitted (paid for by the school). It is issued by the Local Governing Body in accordance with Section 457 of the Education Act 1996.

Charging

The Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- *Activities during the School Day in School*

The full, voluntary, contribution may be sought for activities during the school day that are carried out in school which entail additional costs. For example – visits to school by non-school based organisation such as theatre groups, storytellers and subject specialists. Such organisations may charge the school for their services and we may pass on all or a portion of these costs to parents. In some circumstances it may be more economical for companies to visit school, rather than pay transport costs for the children to visit them.

- *Activities during the School Day off School Premises*

The full, voluntary, contribution may be sought for activities during the school day that are undertaken off the school premises which entail additional costs e.g. swimming.

- *School Journeys in School Hours*

The full, voluntary, contribution may be sought to cover the cost for transport for all approved activities and residential activities that take place in school hours.

- *Individual Musical Instrumental Tuition*

A charge can be made for tuition provided individually or to a group of no more than four pupils in a musical group, even if within school hours. The cost to the pupil for providing any peripatetic provision will be arranged with the musical provider - usually the Local Authority.

- *Materials and Ingredients for Cookery, Design & Technology, Science, Art/Craft*

The LGB reserves the right to charge for these ingredients and materials or to require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

- *Residential Activities in School Hours*

The board and lodging element of approved residential activities deemed to take place in school hours.

- *Activities outside School Hours*

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

General

The Local Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Voluntary Contributions

Nothing in this policy precludes the School from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the provision of an activity will depend upon receipt of voluntary contributions, but once it has been decided to run such an activity no child will be excluded on the grounds that his or her parents have declined to make a voluntary contribution.

Voluntary contributions invited from parents will not include a share of the cost of remission for any pupil for whom the LGB agrees to remit the charge, nor will they include any element other than those directly related to substantive costs incurred in providing the activity.

Remissions

Where a pupil is eligible for free school meals, the LGB may offer to remit in full or part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the National Curriculum. The Governing Body may also remit in full or in part the cost of other activities for parents of children entitled to free school meals, see below for qualification details. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission. Additionally, charges may be remitted in any case where the Head of School and the Chair of Governors (having regard to a child's family circumstances) consider the child to be in special need. The remission of any charges will be handled confidentially.

Children whose parents receive any of the following support payments qualify for free school meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

Breakages and Damages

The school will ask parents to pay for the cost of replacement where a child has wilfully broken, torn or damaged school property, books or equipment.