



Hampton Hargate Primary School

CHARGING AND REMISSIONS POLICY

Date: Autumn 2018

Review date: Autumn 2021

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (e.g. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, and helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the relevant section of **myconcern®** which is available online.

1. Purpose

This policy provides at-a-glance information on charging for school activities and complements the information given in "A Guide to the Law for School Governors" (Chapter 23).

2. Education

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes the child to own them;
- optional extras; and
- music and vocal tuition, where it is taught by peripatetic music teachers.

3. Voluntary contributions

When organising school trips/visits or additional activities such as cooking to enrich the curriculum, the school invites parents/carers to contribute to the cost. All contributions are voluntary and the Head teacher must make it clear to parents that there is no obligation to make any contribution. No pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

If insufficient voluntary contributions are received then the trip/visit may be cancelled. If a trip/visit goes ahead it may include children who have not made a contribution and these children are treated no differently from any others.

When making requests for voluntary contributions parents must not be made to feel pressurised into paying as it is a voluntary contribution not a **compulsory** one.

4. Swimming

The school organises swimming lessons for children in Key Stage 2. These lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution from parents/carers to cover the transport costs. We inform parents/carers when these lessons are to take place and we seek written permission for the children taking part.

5. Optional activities outside of the school day

The following are additional activities, organised by the school, which may require voluntary contributions as such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

- Museum visits
- Sporting activities which require transport expenses
- Outdoor adventure activities
- School trips abroad
- Musical events
- Private music lessons

6. Residential visits

Schools **cannot** 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 the 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.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents/carers who can prove they are in receipt of the relevant benefits will be exempt from paying the cost of board and lodging. The school will inform the parent/carer which benefits are relevant for this purpose.

7. 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 by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

8. Arrangements for monitoring and evaluation

The Finance Committee of the governing body will be informed of the financial implications of these activities in the school budget throughout the year.

This policy will be reviewed every 3 years.

Review date: November 2021

This policy was adopted by the Full Governing Body on

Signed on behalf of the Governing Body

Date