



## **HOYLAND COMMON PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY 2016**

### **Statutory Duty:**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. Chapter 23 of 'A Guide to the Law for School Governors' provides further detailed guidance.

### **Purpose:**

We believe that our children should all have equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, we will try to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities. Our school value is in the context of 'Every Child Matters' and that children should 'Enjoy and Achieve'.

This policy has been informed by 'A Guide to the Law for School Governors', the DfE guidance 'Planning and Funding Extended Schools' and "Charging for school activities" October 2014 guidance from the DfE.

This policy compliments the schools' Equal Opportunities and Inclusion Policy, Visits & Journeys Policy, Pupil Premium Guidance and the Teaching & Learning Policy.

### **Voluntary Contributions:**

Nothing in the legislation prevents a school governing body from asking for voluntary donations for the benefit of the school for any school activities. However, if the activity cannot be funded without voluntary contributions, the Headteacher must make sure that this is made clear to parents at the outset, together with a clear statement that there is no obligation to make any contribution.

No child should be excluded from an activity because their parents are unable or unwilling to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. The school must make sure that this is clear to parents. The school should make it clear to parents at the outset what the policy is for allocating places on school visits.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying.

## **Roles and Responsibilities:**

The Headteacher, staff and Governors will ensure that the following applies:

### **1. No charges will be made for:**

- 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 the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) 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
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside of 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 the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip

### **2. Activities for which charges may be made:**

#### a) Activities out of school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours.

#### b) Residential activities

Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits may not be charged for board and lodging costs.

#### c) Music Tuition

Music Tuition for individuals or groups of up to four pupils.

#### d) After School Activities run by a third party provider.

The following may help parents by informing what may/may not be charged for:

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made. Activities which can be charged for are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them.	For example, a clay model and a charge to cover the cost of the clay.	School fundraising, Pupil Premium and other budgets may be able to support identified families.
Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.	Additional funding through the Pupil Premium may be made available.
Charges will be made for the board and lodging component of residential trips.	The charge will not exceed the actual cost.	Funding may be available from Outdoor Education Service or from Pupil Premium funding for families who claim free school meals. We can also support families with twins/ other multiple births. Also local charities may be approached by the school to support with funding.
Activities taking place before school e.g. Sport activities provided by external sports providers.	The charge will not exceed the actual cost.	Funding may be available from Pupil Premium funding for families who receive free school meals or service families.

### 3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

### 4. Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible, we shall publish a list of visits (and their approximate cost) at the beginning of the school year or term so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice, it will be possible to arrange payment by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

**Reviewed - May 2016**

**Signed**

**Date**