



## POLICY

### Charging & Remissions

This document has been prepared to set out the Charging and Remissions Policy of Hanham Primary Federation. The document shall be reviewed annually and approved by the Resources Committee and Federation Board.

**Document Control**

Version	Revisions	Approved By	Date

**Document Information**

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Reviewing Authority	Resources Committee / Federation Board

## STATEMENT OF INTENT

Hanham Primary Federation is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities, and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE (Department for Education).

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

## SCHOOL HOURS

The school day at

- Hanham Abbots Junior School - 8:45am to 3:15pm
- Samuel White's Infant School – arrival between 8.45-9.00am to 3:15pm

## THE EQUALITY ACT 2010

Governors and staff have considered the Equality Act 2010 and the nine protected characteristics when formulating this policy. As part of the Public Sector Equality Duty in the exercise of our Federation's functions, we have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it.
- Foster good relations between people who share a protected characteristic and persons who do not share it.

## LEGAL FRAMEWORK

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities
- DfE (2020) 'Governance handbook

This policy operates in conjunction with the following school policies:

- Complaints Policy

- Freedom of Information Policy
- The school's Scheme of Delegation

## CHARGING FOR EDUCATION

The Federation will not charge for:

- Admission applications
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination resits - if the pupil is being prepared for the resits at the school

The Federation may charge for:

- Materials, books, instruments, or equipment, where the child's parent wishes their child to own them
- Optional extras
- Individual Music tuition (in certain circumstances)
- The use of community facilities and other commercial activities
- Provision of information within the scope of freedom of information

## OPTIONAL EXTRAS

The Federation may charge for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Part of RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA (Local Authority) has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g., breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments, or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal

tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The Federation will not charge more than the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The Federation will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

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

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

## **EXAMINATION FEES AND RESITS**

The Federation may charge for examination fees if:

- The examination is on the set list (which includes SATs, GCSEs, and A-levels), but the pupil was not prepared for it at the school
- The examination is not on the set list, but the school arranged for the pupil to take it
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the entry fee

Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, resits must be taken at the school. If a pupil or their parents considers it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or pupil will have their fees refunded.

## **VOLUNTARY CONTRIBUTIONS**

The Federation may sometimes ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to contribute and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the Federation cannot fund it via another source, the activity will be cancelled.

The Federation will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **MUSIC TUITION**

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the provision's cost, including the staff's cost of tuition.

Charging will not be made if the teaching is an essential part of the national curriculum. Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made for pupils who are LAC.

## **TRANSPORT**

The Federation will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school

## **EDUCATION PARTLY DURING SCHOOL HOURS**

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

Whatever the start and finish times of the school day, regulations require that the school day be divided into two sessions. School hours do not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and the school may charge for the activity; however, the Federation will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

The remission of charges for board and lodging payments is the school's responsibility. These costs will be borne by the school.

Any charges for extended day services will be optional.

## **RESIDENTIAL VISITS**

The Federation will not 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, part of a syllabus for a prescribed public examination that the pupils being prepared for

at the school, or part of R

- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, if they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

## **DAMAGE, BREAKAGES, LOST ITEMS**

Where damage to school instruments, fabric, materials, or property occurs or is lost due to negligence or poor behaviour, a charge will be levied to enable the damage or breakage to be made good.

## **SUBSIDIES and REMISSIONS**

We will subsidise or remit in full or in part the cost of activities for parents where there are financial difficulties which make it difficult for children to take part in particular activities within school hours for which a contribution is requested.

- Every application will be treated in confidence and authorisation of remission can be made by the Headteacher
- We will make families of children attending the Hanham Primary Federation aware that financial support may be requested from the Samuel White's Education Foundation
- We will treat all children equally whether voluntary contributions are made or not made

The Headteacher will consider the following circumstances when offering support:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, if they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

## **SCHOOL TRIP REFUNDS**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

If the school cancels a trip due to foreseen circumstances, parental contributions will be refunded. If a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the Federation's discretion as to whether a refund is given to parents.

If a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will consider the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

If a pupil cannot attend a trip at the last minute, e.g., due to illness, it is at the school's discretion as to whether a refund is given. The Federation will consider whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

## **LETTERS TO PARENTS**

Whenever an activity or visit is planned, a letter giving details will be sent to the parents/carers of the children concerned requesting permission where children will be off the school site and/or for voluntary contributions where appropriate (see also the Educational Visits Policies).