

Hunters Hall Primary School

Charging and Remissions Policy



**I can be anything I want
If I just believe in me**

Written by	
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Signed-Chair of Governors	J Allen
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Charging and Remissions

Introduction

Hunters Hall wants all of its pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out the Hunters Hall's approach to charging and remissions. This charging policy has been compiled in line with DFE requirements. In doing this, the school's intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on school premises.

1. Admissions

No charge will be made for admissions.

2. School Meals

No charge will be made for pupils entitled to free school meals. The school will charge all pupils not entitled to free school meals an amount determined by the Local Authority.

3. Activities for pupils that take place during school hours

No charge will be made for activities provided during school hours, with the exception of music tuition – (see Section 7). School hours are those when school is actually in session and do not include the break in the middle of the school day.

No charge will be made for transport during school hours e.g to swimming.

A charge will be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.

The school may request voluntary contributions from parents/guardians towards the cost of educational visits/visitors to the school.

4. Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- A necessary part of the curriculum
- Part of a syllabus for a prescribed public
- Examination that the pupil is being prepared for at the school
- Part of the school's basic curriculum for religious education

Optional Extras

The school may charge for some other activities that take place outside school hours. The Head Teacher will decide which activities are charged. The levels of charge (including any remissions) will be set annually on the recommendation of the Head Teacher and the Finance Committee.

Where the school makes a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs that the school can legally recover are as follows:

- Teaching staff engaged under contracts for services purely to provide an optional extra
- Non-teaching staff
- Any materials, books, instruments or equipment provided in connection with the optional extra
- Transport to an activity outside school hours.
- Activities that take place partly during school hours either on or off site (non-residential).

Where the majority of time spent on a non-residential activity is within school hours, the activity will be treated as if it is fully within school hours and will apply the same criteria to charging as set out in section 3. If the majority of time spent on a non-residential activity is outside school hours, the activity will be treated as if it happens fully outside school hours and will apply the same criteria to charging as set out in section 4.

5. Residential Visits

Residential visits are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.

Board and lodging – The school will charge pupils an amount up to the full cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (See section 10 for guidance on details of legal entitlements to remissions).

Travel – If the residential visit is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. Where the residential visit is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on residential visit – If the residential visit is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 4).

6. Music tuition within school hours

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc). No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc. No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).

The school will charge for all other instrumental and vocal tuition requested by parents/guardians and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Head Teacher and the Finance Committee and may vary depending on size of group, length of lesson and type of instrument.

Where the school makes a charge for instrumental and vocal tuition within school hours, the school will remit charges for pupils on free school meals as defined in section 10 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.

7. Damage to property and breakages

The school may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Head Teacher. The school may seek to recover some or all of the costs

incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.

8. Remissions and concessions

The school will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible in Local Authority guidance. The school may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Head Teacher. The circumstances in which concessions are applied will be reviewed regularly.

9. Voluntary contributions

The school may in certain circumstances invite parents/guardians to make a voluntary contribution towards activities that are exempt from charging. Where the school requests voluntary contributions, children of parents/guardians who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents/guardians.

10. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and a contract drawn up for each individual user. For users connected to the school, the charge will be based on the site staff overtime costs.

11. Other charges

The Head Teacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. selling of uniforms, tuck shop.

12. Public examination

No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school. Where supported by school, there will be no charge for parents/guardians for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school. Where supported by school, there will be no charge for parents/guardians for the entry fee if the examination is on the set list, but school has arranged for the pupil to take it. The school may charge parents/guardians the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Head Teacher.