



## Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

### **CHARGING AND REMISSIONS POLICY**

#### **Vision**

All education during school hours is free. Alexander Hosea School does not charge for any activity undertaken as part of the school curriculum. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular), independent of their parents' / carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **SECTION (1) CHARGES**

This section of the policy sets out the circumstances where charges can be made.

#### **(a) Damage/loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Head teacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

#### **(b) Residential trips – board and lodging**

The school can charge for board and lodging on residential visits. The charge must not exceed the cost. Further details are set out in "Section (2) Residential Visits" below.

#### **(c) Extended day services offered to pupils**

No charge is made for activities that are outside of school hours if they are part of the curriculum. However, charges can be made for extra-curricular activities run outside of school hours, including the cost of materials, equipment, instruments or books.

#### **(d) Music Tuition**

Although the law states that all education provided during school hours must be free, there is one exception. Charges may be made for teaching either an individual pupil, or groups of

appropriate size, to play a musical instrument, or for vocal tuition, provided that it is provided at the request of the pupil's parent.

Charges cannot be made:

- if the teaching is an essential part of the national curriculum;
- for any pupil who is looked after by a local authority.

### **(e) Examination entry fee**

A charge can be made for the entry fee for a prescribed public examination, if the pupil has not been prepared for it at the school.

### **(f) Transport**

A charge can be made for transport costs provided it does not fall into any of the four categories as set out under "Section (5) Prohibition of Charges" below.

### **Notes**

Any charges made in respect of individual pupils must not exceed the actual cost of providing the activity, divided equally by the number of pupils participating i.e. there will be no element of subsidy for any other pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

Participation in an optional activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional activity where charges will be made.

## **SECTION (2) RESIDENTIAL VISITS**

Schools are not allowed to charge for:

- education taking place on the visit which takes place within school hours;
- education taking place on the visit which takes place outside of school hours which is part of the national curriculum;
- 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 (but the charge must not exceed the cost)

## **SECTION (3) REMISSIONS**

### **(a) Charging for activities other than residential visits**

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, for example those with children eligible for pupil premium grant funding.

## **(b) Residential visits**

Parents who can prove that they are in receipt of the following benefits are exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances; \*
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008

*\* The government plans to prescribe the circumstances when Universal Credit is fully rolled out*

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.

## **SECTION (4) VOLUNTARY CONTRIBUTIONS**

Parents may be invited to make a voluntary contribution towards the cost of the following:

**(a)** Travel, insurance and entrance fees for day visits

**(b)** Residential visits during school time (other than where pupil's board and lodgings is chargeable – see "Section (2) Residential Visits" above)

**(c)** Theatre, music groups and artists invited to perform in school or provide class workshops

**(d)** Non-uniform days

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:

- We shall publish a list of visits (and their approximate cost) as soon as possible before the visit 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 to pay 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

## **Notes**

Any voluntary contributions requested in respect of individual pupils must not exceed the actual cost of providing the activity, divided equally by the number of pupils participating i.e. there will be no element of subsidy for any other pupils wishing to participate but whose parents are unwilling or unable to make the full contribution.

The contribution will be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be excluded from the activity. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

When making requests for voluntary contributions we will take great care not to make parents feel pressurised to pay as it is voluntary and not compulsory.

The responsibility of determining the level of voluntary contributions is delegated to the Head teacher.

## **SECTION (5) PROHIBITION OF CHARGES**

The governing body of the school recognises that legislation prohibits charges for the following:

- An admission application to any state funded school
- Education provided during school hours (including supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the Early Years Foundation Stage or National Curriculum, or a specific syllabus or part of religious education
- Tuition for pupils learning to play musical instruments, or for vocal tuition, if the tuition is required as part of the national curriculum or requested by the parent of the pupil.
- 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 prepared for the re-sit(s) at the school.
- Education provided on any trip that takes place during school hours, although a voluntary contribution will be requested
- Education provided on any trip that takes place outside school hours if it is part of the Early Years Foundation Stage or 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education has arranged for the pupils to be educated.
- Transport that enables the pupil to meet an examination requirement when he has been prepared for that examination at the school.

- Transport provided in connection with an educational trip, although a voluntary contribution will be requested.

## Conclusion

All charges and remissions are carefully monitored by the School Business Manager and Head teacher.

## References

The policy has been informed by A Guide to the Law for School Governors and "Charging for School Activities" (October 2014).

## Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

<b>Author</b>	Alison Hall	<b>Date Reviewed</b>	11 <sup>th</sup> January 2017
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