



Charging and Remissions Policy



CURRENT

APPROVED – MARCH 2016
REVIEW – MARCH 2019
PERSON RESPONSIBLE – HEADTEACHER

Introduction

The school and the Governing body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils' personal and social education. We aim to promote and provide such activities both as part of our broad and balanced curriculum and as optional extra-curricular activities.

This policy will set out the circumstances in which contributions will or will not be required for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

This policy is formulated using DFE guidance document 'Charging for School activities' October 2014 which highlights section 449-462 of the Education Act 1996 setting out the law on charging for school activities in maintained local authorities in England.

This policy is subject to annual review in line with budget constraints.

Voluntary Contributions.

Trips, visits and activities are organised to enrich the curriculum and educational experience of the children. However many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

The school invites parents/carers to make voluntary contributions to the cost and will be given reasonable advanced notice. If sufficient voluntary contributions are not made, a proposed event may be cancelled if school is unable to cover the short fall. If the event does proceed all children will be treated equally. When additional costs are incurred by the School in providing additional activities such as educational visits, parents will be requested to make voluntary contributions, however no child will be excluded because his or her parent cannot or will not make a contribution.

School will provide information on how each trip is funded if parents request this.

Activities within school hours and within the national curriculum.

All education during school hours is free with the exception of individual or small group music tuition. We do not charge for any activity undertaken during school hours as part of the National Curriculum. Parents cannot be charged for educational activities within school hours.

Residential Visits

Parents are required to meet the full cost of the residential visit, except for children in receipt of free school meals, where the cost may be supported by school funds, by prior agreement with the Head Teacher. The Head Teacher will inform families in receipt of free school meals of their entitlement to claim these activities for a reduced fee.

Charges are made to cover board, lodgings and transport for residential trips. Parents/ carers do not need to purchase any specialist equipment for such trips and advanced notice will be given allowing for staged payments to be made. In cases of family hardship, parents/carers may apply in confidence in writing or in person to the Headteacher for the remission of charges in part or in full.

Individual Music Tuition.

Where a child receives an 'outside' tutor, such as Kirklees Music School, for individual music tuition, parents will be charged for tuition. If a parent cannot afford the tuition fees, costs may be supported by school funds, by prior agreement with the Head Teacher.

Clubs

All clubs at Hillside Primary School are currently provided free of charge.

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Cooking and Baking

All ingredients are currently provided free of charge for pupils even when the finished product is taken home.

Loss of/damage to school property

Parents/carers may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children. The schools may waive liability if the loss or damage was clearly an accident.

Policies/ School Prospectus

Relevant policies and a copy of the school prospectus are available on the school website or to view in school.

Remission

Parents in receipt of universal credit, Income Support; Income based Job Seeker's Allowance; Support under Part V1 of the immigration and Asylum Act 1999; or Child Tax Credit (providing they do not also receive Working Tax Credit) and have a limited income, the guarantee element of State Pension Credit or an income related and support allowance that was introduced in October 2008 may wish to apply for remission of charges. The Headteacher will consider individual cases where parents/carers have been unable to give a donation and will agree how to fund short falls.

Cashless

The school will introduce Parentpay as a method of collecting dinner monies and trip monies and is working toward being a cashless school.