



The
Hawthorns
Primary School

Charging and Remissions Policy

Agreed and Adopted by the Governing Body on : ...19.6.19

Signed : ... D Hampton.....

The policy will be formally reviewed on: ... June 2020.....

THE HAWTHORNS PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

We want all our 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 means. This policy sets out our approach to charging and remissions and is informed by local authority and DfE guidance. The school reserves the right to levy a charge in any circumstances permissible under the Education Act 1996.

Aim

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

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

1. Activities during School Hours (excluding Clubs at lunchtime)

No charges will be made for education provided at the School during, or mainly during, school hours (with the exception of musical instrument tuition – see paragraph 2 below).

However, voluntary contributions may be requested for some activities offered during normal school hours. All activities offered during school hours will be made available to all pupils, regardless of the ability or willingness of their parents and carers to make contributions. The terms of any request made to parents and carers will specify that the request is for a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents and carers:

- that the contribution is voluntary and a parent or carer is under no obligation to pay
- that pupils at the School will not be treated differently according to whether or not their parents or carers have made any contribution in response to the request.

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. The Governing Body have agreed that if there is a shortfall of 10% or more in voluntary contributions the activity will be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The formulae stated in the Off Site Activities Policy, is used for calculating the proposed contribution amount.

2. Musical Instrument Tuition

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 include use of the instrument in school, music books etc. However if pupils wish to take the instruments home to practice a charge will be made to cover insurance, repairs etc.

Musical instrument tuition is provided by Berkshire Maestros and charged directly by them to the parent or carer.

3. Clubs at lunchtime and outside School Hours

The School may charge for activities which take place at lunchtime or outside, or mainly outside, school hours. The level of charges will be set annually by the Headteacher and the Governors. Such costs may include:

- Materials and equipment
- Staff costs, including first aid provision
- Entrance Fees
- Insurance costs
- Travel
- Administrative Costs

Where a charge is made, 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.

The school will not charge for one-off activities where the cost per pupil is less than £1 but will bear these costs itself.

4. Residential Activities

- **Board and Lodging** – the School will charge the full cost of board and lodging.
- **Travel** – the School is entitled to request voluntary contributions
- **Activities** – the School is entitled to request voluntary contributions

We will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. However, it will not be possible for Residential Trips to go ahead unless parents do contribute as the School has insufficient funds itself to subsidise the trips. We will make it clear to parents that unless sufficient voluntary

contributions are made, the residential trip will have to be cancelled. In such circumstances, all monies received will be refunded to parents.

5. Remissions and Concessions

The Headteacher has the discretion to waive or reduce any charges properly made or any voluntary contributions paid or promised. Any written request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated sympathetically and in confidence.

Voluntary contributions towards offsite activities will be monitored and reported for the previous academic year to the Governing Body at least annually.

6. Breakages

The School has the right to ask a pupil's parents or carers to pay for the cost of breakages, loss or damage to books, equipment or other articles, where the breakage, loss or damage is a result of the pupil's misbehaviour or carelessness.

7. Recommended reading

- Pupil Premium Policy
- OffSite Activities Policy

Management of the policy

This policy is a statutory requirement by law and will be reviewed annually to comply with Schools Financial Value Standard.

The policy was agreed and adopted at a Governors Meeting on: 19.6.19

The policy will be formally reviewed on:... June 2020