

Charging and Remissions Policy for Hawley Primary School

Autumn 2017

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 financial means. This policy sets out our school approach to charging and remissions as informed by local authority guidance. Our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

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

1	Admissions	No charge will be made for admission.
2	School meals	<p>No charge will be made for pupils entitled to free school meals.</p> <p>We will charge all pupils not entitled to free school meals an amount determined by the local authority.</p>
3	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	<p>No charge will be made for activities provided during school hours (with the exception of music tuition – see Section 8).</p> <p>No charge will be made for transport to swimming.</p> <p>A small charge may be made to cover the cost of ingredients or materials</p>
4	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none">a) a necessary part of the curriculumb) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the schoolc) part of the school's basic curriculum for religious education <p><u>Optional extras</u></p> <p>We may charge for some other activities that take place outside school hours. The Resources Committee will decide which activities we make a charge for. The levels of charge (including any remissions) will be set on the recommendation of the Headteacher and laid before the Resources</p>

		<p>Committee. Such activities include Breakfast Club, After school clubs. Where we make 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.</p> <p>Costs will be subsidised for pupils eligible for Free School Meals</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra transport to an activity outside school hours
5	Activities that take place partly during school hours either on or off site (Non-residential).	<p>Where, the majority of time spent on a non-residential activity is within school hours, we treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we treat the activity as if it happens fully outside school hours. <i>We will apply the same criteria to charging as set out in section 5.</i></p>
6	Music tuition within school hours	<p>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).</p> <p>No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition. This includes instrument hire, music books etc.</p> <p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).</p> <p>We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Local Authority and may vary depending on size of group, length of lesson and type of instrument.</p>
7	Childcare	We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Resources Committee , and in accordance with any requirements set by the local authority where it is subsidising

		the provision.
8	Damage to property and breakages	<p>We may seek to recover some or all of the costs incurred due to damage or breakage of school property. This will be determined by the Headteacher. Charges will be made for lost or damaged library books and home learning resources</p> <p>We may seek to recover some or all of the costs incurred due to damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.</p>
9	Sales	We sell book bags in the main office. Prices available on request. From time to time materials may be on sale in relation to curriculum activities. The school will charge at cost and no profit will be made.
10	Remissions and concessions	<p>We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.</p> <p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly and applied consistently across the school</p> <p>Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Resources Committee will make authorisation of remission.</p>
11	Voluntary contributions	<p>We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.</p> <p>Where we do ask for 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. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>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.</p>
12	Lettings / Hire of school premises	The scale of charges is laid out in the lettings policy.

Policy agreed by Governing Body: November 2017

Review date: November 2019