

Hormead CE (VA) First & Nursery School



Charging and Remissions Policy

Updated Policy: Spring 2022

Approved by FGB:

Governors Committee: Finance Committee (05/05/2022)

Lead Member of Staff: Headteacher

Status & Review Cycle: Annually

Next Review Date: Spring 2023

Principles

The Governing Body accepts the principle, enshrined in Legislation, that access to all parts of the Curriculum should be available to all pupils, regardless of income of parents/carers, and is keen to ensure that pupils whose parents/carers are in receipt of benefits set out in Paragraphs 2.5 and 2.6 below have equal opportunities to the Curriculum in its widest sense.

The Governing Body recognises the value of activities outside the School Curriculum and wishes to encourage these by remitting charges where possible and appropriate.

In the light of budgetary constraints, the Governing Body recognises the need to make charges and to seek voluntary contributions, where appropriate, and reserves the right to do so.

The Policy

Voluntary Contributions

The Head Teacher or Governing Body may ask parents/carers for a voluntary contribution towards the cost of :

- any activity which takes place during school hours
- school equipment

The contribution must be genuinely voluntary and parents/carers who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Charges for 'Optional Extras'

Full charges will be made for trips and activities that fall outside the school Curriculum or outside school hours, subject to Paras 2.5 and/or 2.6 below. The charges will not exceed the actual cost per pupil.

Charges for Curriculum Activities

Where activities form part of the school Curriculum or take place wholly or mainly in school time, full charges will be made for board and lodging, subject to Paras 2.5 and/or 2.6 below. The charges will not exceed the actual cost per pupil.

Charges for Materials

Charges may be made to cover the cost of materials used in activities such as technology subject to Paras 2.5 and/or 2.6 below. Charges will not exceed the cost of materials.

Remissions for Pupils in receipt of Free School Meals

This paragraph applies to pupils who receive free school meals, those whose parents/carers receive tax credits or are experiencing significant financial hardship.

Charges outlined in paragraphs 2.2, 2.3, 2.4 above will be remitted in full or in part for such pupils

Parents/Carers should speak to the Head Teacher who has full discretion to remit charges.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school must not charge for the educational or travel elements.

Where the trip takes place wholly or mainly during school hours, pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, be entitled to the remission of the charges for board and lodging of 50% charge:-

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Support under Part V1 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 to employment and support allowance that was introduced on 27 October 2008.

Damage or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination.

This Policy has been considered and adopted by the Finance Committee, on behalf of the Governing Body at the meeting on 16th May 2022

This Policy will be reviewed annually.