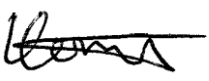
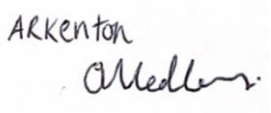


# Charging and Remissions Policy

## Beech Hyde Primary School and Nursery



<b>Last Reviewed:</b>	Autumn Term 2022
<b>Review Date:</b>	Autumn Term 2023
<b>Policy Coordinator:</b>	Karen Thomas
<b>Signed: Headteacher</b>	Karen Thomas Headteacher 
<b>Signed: Co-Chairs of Governors</b>	Amy Kenton Sarah Medlock 

## Introduction

At Beech Hyde School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We aim to promote and provide such experiences both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged. This policy sets out the circumstances in which charges will or will not be made 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 and activities. The policy complies with the requirements of the Education Act 1996.

## Aims

- To encourage and promote external activities which add value to the curriculum
- To ensure activities take place at the lowest practicable cost to parents, pupils and the school
- To make school activities accessible to all pupils regardless of family income while not adding significant costs to the school budget.

## Legislation – a) Educational during school hours

By law, schools cannot charge for education provided during school hours. This includes provision of materials, books and equipment and transport provided in school hours to carry pupils between the school and an activity. Although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions in cash or in kind towards the cost of these activities. When additional costs are incurred by the school to enhance curriculum opportunities for pupils, parents may also be asked to make voluntary contributions. However, no pupil may be withdrawn from any activity because their parents cannot or will not make a contribution towards it. Schools can charge for board and lodging but the charge must not exceed the actual cost.

## b) Education outside school hours

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum, religious education or an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay.

## Remissions

Some people on low incomes may have difficulties in meeting the costs of educational activities for their children. Where parents are in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, Support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received) or is receiving Child Tax Credit by virtue of an award which is based on an annual income not exceeding £16,190, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors. Teachers will ensure that these children are not publicly identified, by using methods of collecting voluntary charges which do not identify those children who do not contribute.

## Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. **If sufficient contributions are not received the activity may have to be cancelled.**

## Charges:

The school, supported by the Governing Body reserves the right to make a charge for 'optional extras' including the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (e. g. weekend residential)
- After-school and pre-school clubs
- Music tuition provided for an individual pupil or for groups of pupils.
- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost textbook, where this is a result of a pupil's behaviour.
- Damage to school reading books and library books.

### **Individual or group music tuition**

Charges may be made for individual or group tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

### **Ingredients or materials for practical subjects**

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The school, supported by the Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

### **Lost school equipment, books etc**

Parents will be expected to replace or pay for the cost of lost items of school property.

### **Breakages and damage to school buildings, furniture or property**

Parents will be charged for damage caused as a result of a pupil's behaviour.

### **Residential activity**

For a residential activity taking place largely during school time or essential to the education provided at the school no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodging in these circumstances, except for pupils who are receiving Universal Credit, Income Support or Family Credit. The Head will tell all parents of the right to claim free activities if they are in receipt of these benefits. A voluntary contribution will be requested by the school for such activities.

### **Photocopying**

Any photocopying that is requested by parents relating to their child under the Freedom of Information Act will be charged at **10p per sheet**. Please refer to the Freedom Of Information Act Policy for further details.

### **Private fees**

Any report or data on a child that is requested by a parent for the purpose of a third party private assessment (eg. for solicitors or a private psychologist) will be charged at a rate agreed by the Head and the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

### **Calculation of charges**

Charges for individual pupils do not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Charges do not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

The school, supported by the Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.