

Hartsfield JMI School



Charging and Remissions Policy

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Hartsfield Charging and Remissions Policy

Hartsfield School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay

Introduction

- ❖ The governing body cannot charge parents and pupils for any activity unless it has drawn up a Charging Policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, meaning that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.
- ❖ The governing body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).
- ❖ If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such an activity because his or her parents cannot or will not contribute.
- ❖ The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such teaching is not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 16 of *A Guide to the Law for School Governors* provides further, detailed guidance on residential visits, use of mini-buses, public examinations and activities provided during school hours by external bodies.

Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

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

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. The school can ask for a contribution towards educational or travel elements. Again, where there are not enough contributions to make the activity possible for all of the children, and there is no provision to make up the shortfall, then the activity will regrettably be cancelled.

Day Trips

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of free school meals will also be entitled to funding through pupil premium for school visits.

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours unless the tuition forms part of the syllabus for a prescribed public examination or as part of 'First Access' provision within the curriculum.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

Out of school hours' activity

Any profits made by school from providing facilities or services must be reinvested in the school or in the service.

Schools may use the delegated budget to subsidise a child's access to chargeable extended activities, where we consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

Schools may lawfully charge for study support (other than that which delivers the National Curriculum or preparation for a public examination) e.g. additional sports, cooking, drama and music clubs, holiday activities, visits and additional courses, e.g. Bikeability.

Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table in Appendix 1.

Pupil premium funding delegated through the school budget is allocated to support pupils who are or have been eligible for free school meals at any time in the last six years or who have a parent serving in the armed services or who are looked after by the local authority. The purpose is to narrow any learning gap between children in this vulnerable group

compared with the main cohort of the school.
Criteria for qualification for Free School Meals and therefore remission are given below.

Parents in receipt of

- Income Support
- Income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided a parent is not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after a parent stops qualifying for Working Tax Credit
- Universal Credit - if a parent applies on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits the applicant may get)

[Free school meals | Hertfordshire County Council](#)

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

If a parent/carer has a financial problem, then the school may be able to help. The school Business Manager (via the school office or by email finance@hartsfield.herts.sch.uk) or Headteacher should be approached directly.

Arrangements for monitoring and evaluation

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher biannually or when there is a change in relevant guidance or legislation. The Resources Committee of the Governing Body will monitor the impact of this policy and will approve any changes at review.

Appendix 1

Activity or optional extra which will or may be charged for.	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them. For example, a clay model- a charge to cover the cost of the clay.	Full remission for children in receipt of the Pupil Premium grant
<p>Music Tuition</p> <p>Charges will be made for music tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.</p>	Parents of children in receipt of the Pupil Premium grant there will be full remission for a weekly group lesson of 15 minutes for one instrument. All other music tuition requested will be charged at the full amount.
<p>Residential Trips</p> <p>Charges will be made for the board and lodging component of residential trips</p>	Parents of children in receipt of the Pupil Premium grant will receive a 50% subsidy
<p>Class or whole school outings and activities.</p> <p>For example, swimming lessons, day trips</p>	Full remission for children in receipt of the Pupil Premium grant
<p>Uniform</p> <p>The school requests that all children wear the uniform as published in the prospectus.</p>	Children in receipt of the Pupil Premium grant will receive 2 Hartsfield sweatshirts or cardigans, T-shirt and shorts for PE per academic year – please order any uniform via the school office stating preference and size.