

Halesowen C of E Primary School



We care, we trust, we believe.
We share, we enjoy, we achieve.

Charging and Remissions Policy

Signed by

Headteacher:

A handwritten signature in black ink, appearing to read 'A. Navy'.

Date: March 24

Chair of Governors:

Date:

Review date: March 25

School vision

Halesowen Church of England Primary School was a school built for the local community. Right from the beginning it was an inclusive school built on strong Christian beliefs. It is our duty to ensure that this deeply Christian core runs through everything we do at Halesowen C of E in the modern day.

We believe children can flourish if they are loved and valued. We have high expectations of everyone because we know they can achieve if someone believes in them. We trust each other and are proud that we are one big family. We care about each and every one of our families. We enjoy the job we do and make school a fun place to be. We share this place Halesowen C of E; a place special to all of us, a place where we can feel safe, a place where we can learn and thrive together.

Introduction

At Halesowen C of E we believe that every child in our care is entitled to the best possible education. In order to achieve this we are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances. The following policy and procedures ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

Aims and Objectives

The aims of this policy are:

- To have clear, robust processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made; including voluntary contributions.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Legislation and guidance

This policy has been formulated in accordance with the DfE advice: Charging for school activities and the education act 1996.

Definitions

- Charge: *a fee payable for specifically defined activities.*
- Remission: *the cancellation of a charge which would normally be payable.*

Roles and Responsibilities

The Governing Board of Halesowen CE Primary School is responsible for approving the charging and remissions policy but can delegate this to the resources committee, an individual governor or the head teacher.

The governing body also has overall responsibility for monitoring the implementation of the policy.

The headteacher is responsible for ensuring staff are familiar with the charging and remission policy, and that it is applied consistently.

The staff are responsible for implementing the policy consistently. They should also notify the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents are expected to notify staff or the head teacher if they have any concerns or queries regarding this policy.

School charging- where charges cannot be made

Charges cannot be made for the following things: (according to legislation)

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for the pupils to be educated.

Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:

The national curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education

School charging- where charges can be made

Below we have set out what school can charge for:

Education

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras (see below)
- Music and vocal tuition – under the Charges for Music Tuition provided that the tuition is provided at the request of the pupil's parent.
- Certain early years provision
- Use of community facilities
- One off extra-curricular activities / after school activities

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, part of religious education

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board have arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club, afterschool clubs, tea and supervised homework sessions)

The Governing Board of Halesowen CE Primary School will ensure all charges are relevant and affordable. Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part but whose parents are unwilling or unable to pay the full charge.

Musical tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of provision, including the cost of staffing.

Residential visits

We can charge for board and lodgings on residential visits, but the charge will not exceed the actual cost.

Other

Breakages and replacements as a result of damages caused wilfully or negligently by pupils

Voluntary contributions

Parents are invited to make a contribution towards the following costs:

- Educational visits where there are additional costs to the school (the terms of any request made to parents will specify that the request is for a voluntary contribution. The following will be made clear to parents:
 - That the contribution is genuinely voluntary, and a parent is under no obligation to pay.
 - That registered pupils at the school will not be treated differently according to whether or not their parents have made a contribution.
 - Should an educational visit not be financially viable to run, that visit may be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

The terms of any request made to parents will specify that the request is for a contribution. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- that if there are insufficient contributions to make an activity financially viable, the activity will not go ahead.

Remissions

In some circumstances the school may not charge for items or activities set out in what we can charge for sections. This will be at the discretion of the Headteacher and or governing board and will depend on the activity in question.

Children whose parents are in receipt of certain benefits will, in addition to having Pupils are entitled to free school meal entitlement , also be entitled to the remission of charges for board and lodging costs during school residential trips.

Remissions may also be available for extended school activities through PE premium funding and Pupil Premium funding programmes. Parents eligible for this funding will be contacted by the school.

Parents in this situation are invited to contact the Headteacher in confidence, as is anyone who wishes to discuss their own circumstances in more detail.

Refunds

Refunds are not guaranteed and will be considered on an individual basis.

Monitoring arrangements

This policy will be reviewed annually.