



# Hothfield Junior School Charging and Remissions Policy

## Statement of intent

Hothfield Junior School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Signed by:

\_\_\_\_\_ Chair of governors

Date: June 2016

Next review date: June 2017

## **1. Legal framework**

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governance Handbook'

## **Introduction**

In order to make our curriculum real, relevant and meaningful, we aim to offer a variety of activities and experiences which will inspire and contextualise learning. These both underpin and complement the National Curriculum but most importantly, nurture a love of learning.

## **Aim**

The aim of the policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of the School are responsible for determining the content of this policy and the Headteacher for implementation.

## **Charges may be made for:**

- board and lodging on residential visits (defined as a one which requires the pupils taking part to spend one or more nights away from their usual overnight accommodation)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for: - travel - materials and equipment - staff costs - entrance fees- associated insurance
- extra-curricular, extended school activities and school clubs (where appropriate)
- musical tuition
- milk
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- damage/vandalism/loss to and of school property.

## 2. Charging for education

We will not charge parents for:

Admission applications.

Education provided during school hours.

Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.

Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

Materials, books, instruments or equipment, where they desire their child to own them

[Optional extras](#)

[Music and vocational tuition \(in certain circumstances\)](#)

Use of community facilities

## 3. Optional extras

We may charge parents for the following optional extras:

1. Education provided outside of school time that is not:

Part of the national curriculum.

Religious education.

2. Transport, other than that arranged by the LA for the pupil to be provided with education
3. Board and lodging for a pupil on a residential visit
4. Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

Materials, books, instruments or equipment provided in relation to the optional extra

The cost of buildings and accommodation.

Transport costs.

The employment of non-teaching staff

The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

#### **4. Voluntary contributions**

Parents will be invited to make a voluntary contribution for the following:

1. Educational visits
2. Educational visitors and activities (workshops)

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

- a. That the contribution is genuinely voluntary and a parent is under no obligation to pay
- b. 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

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

Voluntary contributions will be used to meet the costs associated with an educational visit or educational visitor. If insufficient voluntary contributions are raised to fund the visit, then it may be cancelled.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

#### **5. Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Charges will be made for the teaching of a musical instrument via the peripatetic music service. These charges are set by the Bradford Music Service. Parents are notified at the

start of each school year. Children entitled to Free School Meals are funded from the school's Pupil Premium 'Special Fund'.

## **6. Transport**

We will not charge for:

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

## **7. Residential visits**

We will not charge for:

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

Supply teachers to cover for teachers accompanying pupils on visits.

We may charge for transport, board and lodging, cost of additional instructors, and additional miscellaneous expenditure that is required – but the charge will not exceed the actual cost.

## **8. Damaged 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.

## **9. Remissions**

Children whose parents are entitled to Free School Meals (go to [www.gov.uk/apply-free-school-meals/bradford](http://www.gov.uk/apply-free-school-meals/bradford) for further details) will, in addition to having a free school lunch and milk entitlement, also be entitled to the remission of charges for all school trips, extended school activities, residential visits and music tuition.

The Governing Body through the Headteacher will also deal sympathetically with any other families who express difficulty in meeting the full cost of educational visits and activities. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

## **10. Refunds**

All school trips are costed to create a break even outcomes. In theory, once a voluntary contribution is given, it is just that, and as such there is no need to refund something received in these circumstances.

Deposits for residential trips are non-refundable and specific refund guidelines will be specified to parents when a payment plan is issued to parents.

The school is mindful, however, that if any parents do have financial difficulties and as a gesture of goodwill the offer of a full or partial refund should be given under the following conditions:

1. The child failed to go on the trip as a result of unavoidable serious circumstances (illness etc.) rather than unwillingness or parental preference. These reasons have to be agreed with the Headteacher before offering the parent, (where feasible) a partial or full refund.
2. The organiser of the trip (if not the school) has failed to provide the agreed level of services and the school has been successful in seeking a refund.

Refunds will not be given under any other circumstances.

## **11. Monitoring and review**

- 11.1. This policy will be reviewed annually by the resources committee.