

# WHITEHILLS PRIMARY SCHOOL

*"...putting children first..."*



## CHARGING & REMISSIONS POLICY

*Date reviewed: 23<sup>rd</sup> September 2021*

*Reviewed by: Governing Body*

*Ratified by Governors: October 2021*

# Charging Policy

## Introduction

This charging policy has been compiled in line with DfE requirements and in accordance with sections 449 – 462 of the Education Act, 1996.

## 1. School Trips

### Day Trips

The school will request voluntary contributions from parents to cover the cost in respect of day trips that take place during school hours or are part of the curriculum. The cost of the trip must only cover the cost of the venue and transport charges and Parentmail payment transaction fees. The school must not make any profit from these visits. The school must pay for the children whose parents do not contribute towards these visits. Money from the School Fund can be used to augment these costs. There will be no costs payable by parents who are in receipt of government funded aid, (i.e. eligible for Free School Meals).

### Residential Trips – Essential

For residential trips which are essential to the National Curriculum or statutory Religious Education, a charge will be levied for board and lodging, and voluntary contributions requested from parents to meet the cost of activities, transport charges to and from the venue and Parentmail payment transaction fees. Parents who are in receipt of government funded aid as listed under the **Remissions Policy** section, will only be required to pay the deposit amount. The remainder of the cost will be paid by the school for these pupils.

### Residential Trips – Non-essential

For residential trips which are not essential to the National Curriculum or statutory Religious Education, and take place outside school hours, a charge will be levied for board and lodgings, transport to and from the venue as well as any participating activities and Parentmail transaction fees. If the trip takes place during school hours, then, a charge will be levied for board and lodging and voluntary contributions requested from parents to meet the cost of activities and for providing transport to and from the venue and Parentmail transaction fees. Parents who are in receipt of government funded aid as listed under the **Remissions Policy** section, will only be required to pay the deposit amount. The remainder of the cost will be paid by the school for these pupils.

## 2. Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of Art, Craft and Design, or Design and Technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if a pupil forgets, the school provides the ingredients and levies a

charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made. There will be no costs payable by parents who are in receipt of government funded aid, (i.e. eligible for Free School Meals).

### **3. Music Tuition**

In respect of individual music tuition and group music tuition, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil, parents / carers should pay the music provider directly. There will be no costs payable by parents who are in receipt of government funded aid, (i.e. eligible for Free School Meals).

If a child commits to music tuition (for 1 instrument only) there will be no tuition fees payable by parents who are in receipt of government funded aid, (i.e. eligible for Free School Meals).

### **4. Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or statutory Religious Education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

External club providers will be charged for using the school premises.

### **5. Damage / Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property, (including premises, furniture, equipment, books or materials), the charge being the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property, (including premises, furniture, equipment, books or materials), belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **6. Voluntary Contributions**

Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any

contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

## **7. Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report.

## **8. Remissions Policy**

The cost of an essential trip may be remitted in full where a parent of a pupil can prove that they are in receipt of the following:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income related Employment and Support Allowance
- National Asylum Seekers Support
- Child Tax Credit with no element of Working Tax Credit, and a household income below £16,190 (as assessed by Her Majesty's Revenue and Customs)
- The guarantee element of State Pension Credit

The Headteacher, Finance Committee or Governing Body may remit, in full or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.