

# Charging and Remissions Policy

East Hanningfield C of E Primary School



September 2018

The governing body of East Hanningfield C of E Primary School has agreed the following policy on charging for activities that take place during or outside of the school day. The governing body of East Hanningfield C of E Primary School upholds the principle that, in general, no charge will be made where education is provided wholly or mainly during school hours that are part of the national curriculum. Therefore the school will not levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

### **School Meals**

KS1 children are entitled at present to receive Universal Free School meals in accordance with DFE guidelines.

KS2 children are able to purchase a school meal at a cost of £2.00 per meal. Payment must be made either in advance or on the day.

Debtor letters will be sent out weekly on a Friday. If payment is not received or if payment terms have not been agreed no further meals will be able to be provided.

Parents who meet the current Free School Meal criteria can apply for Free School Meals for their child via Healthy Living School Meals on the Essex County Council website.

### **Voluntary contributions**

The governing body of East Hanningfield C of E Primary School has agreed that the Head teacher 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, though, and the pupils of the parents who are unable or unwilling to contribute may 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 must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

### **Residential trips**

The governing body of East Hanningfield C of E Primary School has agreed that the school can charge for the cost of board and lodging during residential school trips. But that this cost must not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided the parent is not entitled to Working Tax Credit
- Guarantee element of State Pension Credit
- At the discretion of the Head teacher in consultation with the Chairman of the Governing Body.

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

### **Instrumental Music tuition**

The governing body of East Hanningfield C of E Primary School has agreed that a charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Public Examinations**

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared at the school
- the examination is not on the set list, but the school arranges for the pupil to take it

- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee

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 in regulations.

### **Charges for “finished products”**

The governing body has agreed that the school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents have indicated in advance that they would like their child to bring home the finished product.

### **Optional extras**

This kind of activity can be charged for where the activity takes place outside school hours. This can include: Pupil's travel costs, board and lodging materials, books and other equipment, non-teaching staff costs, entrance fees to museums, theatres etc. Insurance costs, the cost of engaging a teacher who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

### **Clothing**

The governing body have agreed that Parents can be asked to provide their children with such things as PE kit, protective aprons and sports kit.

### **Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

### **Information on charging and remissions policy**

The governing body of East Hanningfield C of E Primary School will make the charging policy of the school available to parents on request from the school office.

**Date for review** September 2019