



Hindon CEVA Primary School

St Mary's and St John's

Charging and Remittance Policy

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Intent

At Hindon Primary School, within our Christian Ethos, it is our intent that extra-curricular activities support and enhance learning, provide our pupils with a broad and balanced curriculum and support pupil wellbeing. This policy ensures that we have robust, clear processes in place for supporting parents on low incomes in order to minimise financial barriers that may prevent some pupils from taking full advantage of these activities and provide equal opportunities for all pupils. This policy will set out the types of activity that can be charged for and when charges will and will not be made

Definitions

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

The governing board has overall responsibility for approving the charging and remissions policy. The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Hindon School cannot charge for:

1. 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:
 - a. The National Curriculum
 - b. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c. 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
- d. Entry for a prescribed public examination if the pupil has been prepared for it at the school
- e. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

2. Transporting

- registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
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- registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- in connection with an educational visit

3. 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:
 - a. The National Curriculum
 - b. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c. Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Hindon Primary School can charge for:

1. Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

2. Optional extras

Hindon Primary School are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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 or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff

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- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra
- 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 in the activity but whose parents are unwilling or unable to pay the full charge.
- In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.
- Parental agreement is necessary for the provision of an optional extra which is to be charged for.

3. Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made:

4. If the teaching is an essential part of the National Curriculum
5. If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
6. For a pupil who is looked after by a local authority

4. Residential visits

Hindon Primary School can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund any extra-curricular trips and activities which would not otherwise be possible due to the limited budget of a small school.

Some activities for which the school will ask parents for a contributions include:

- Trips and Visits away from school site that facilitate extra-curricular activities and enhance learning.
- Swimming lessons and transport to the Sports Centre
- Visitors to school from performers ie Pantomime or Play, where there is a charge the school for their visit
- An activity that results in a product that can be taken home ie pottery, sewing
- Breakfast Club
- After School Clubs

Without Voluntary Contributions from parents to cover the cost of extra-curricular activities, the activity will have to be cancelled. The school does not hold additional funds to pay for extra-curricular activities.

Remissions

In some circumstances, for example, when charity funding can be secured or due to a contribution from The Friends of Hindon School, the school may remit wholly or partially for an extra-curricular trip or activity. A remission will also be made as part of

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our Pupil Premium funding allocation. This remission will provide 50% of the cost of Swimming for each Pupil Premium child and 25% of the cost of any extra-curricular trip and visit. This remission will be reviewed annually by the Pupil Premium Governor and will be agreed by the Governing Body and is likely to change annually depending on the funding allocation. Further support can be accessed through a payment plan, which can be set up via the School Office.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 you're 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 you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Ratified by FGB: Date

Review Date: Summer 2023

To be ratified at next FGBM Spring 2025

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