



Heathfield Schools' Partnership

Charging and Remissions Policy

This policy was reviewed:	Spring 2017
This policy will be reviewed again:	Spring 2018
Governor Committee Responsibility:	Finance Committee
Statutory policy	Yes
Source:	Governing Body

FINANCE COMMITTEE

Charging and Remissions Policy

1.0 Rationale

- 1.1 The Headteacher and Governing Body are committed to providing further opportunities to inspire and develop interests and experiences beyond the statutory National Curriculum.

2.0 Roles and Responsibilities

- 2.1 The headteacher will ensure that the following applies:

3.0 Charging Policy for school activities

- 3.1 School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- during school hours all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge (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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

- 3.2 Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (see Section 6 below).

4.0 Optional Extras

- 4.1 We may charge for optional, extra activities provided outside the school day e.g. some clubs run by external providers. Such activities are not part of the

National Curriculum or religious education, nor are they part of an exam syllabus.

4.2 In 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;
- support staff;
- teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

5.0 Voluntary Contributions

5.1 Voluntary contributions will be sought for such activities as visiting theatres, artists, poets, authors, drama groups, etc.; off-site visits to museums, theatres, activity centres, etc.; and for materials needed to enhance the life experiences of the pupils.

5.2 Voluntary contributions will not raise funds above and beyond the actual costs incurred for the activity; voluntary contributions will be worked out for the actual cost of the activity including, if appropriate, entrance fees, teaching costs, including the cost of travel and board and lodging, where a teacher/instructor has been engaged specifically for the purpose of providing the activity (the cost of any teachers employed by the Authority under a contract of employment will not be included).

5.3 Children of parents who do not contribute will not be treated any differently. If insufficient voluntary contributions are raised to fund a visit or the school cannot fund it from some other source then it must be cancelled. Schools must make sure that they make this clear to parents.

5.4 Wording to be contained in all school trip letters;

“It is necessary for us to request a voluntary contribution for this trip/activity. The suggested voluntary contribution is £xxx. If we do not receive enough contributions or funding from elsewhere to cover the cost of the trip/activity, it may be necessary to cancel. You will be informed if this happens.”

6.0 Swimming

The School offers swimming lessons to pupils in year 3 and 4. Parents are asked for a contribution to the cost of transport, this is calculated by dividing the total cost of the transport by the number of pupils in the year group. The cost per child will not be escalated to account for any non-payers.

7.0 Residential Visits

7.1 Not offered within the Foundation Stage or Key Stage 1 curriculum at Heathfield Nursery and Infant School.

7.2 Charges will be made for board, lodging and transport. In these circumstances a voluntary contribution will be requested. Parents / Carers who qualify for financial benefit can make a request to the Headteacher for support.

8.0 Music Tuition

8.1 The law states that all education provided during school hours must be free, but music lessons are an exception.

9.0 Transport

9.1 Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when s/he has been prepared for that examination at the school

10.0 Calculating Charges

10.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.

10.2 Parents / Carers who qualify for financial benefit can make a request to the Headteacher for support.

10.3 If the voluntary contributions or funding from elsewhere is insufficient to cover the cost of the trip/activity, it may be necessary to cancel. Parents will be informed of this on each trip letter.

11.0 Services provided by the Schools

11.1 School Meals

- School meals are required to be paid for in advance.
- If debts start to accumulate written statements will be sent out via email or text regularly.
- If a family's account goes into arrears by £30 or more, or any smaller debt continues for more than two months, school meals will no longer be provided. It will be the parent's responsibility to provide a packed lunch for their child.

