

## Charging and Remissions

<b>Date Reviewed:</b>	May 2018	<b>Next Review:</b>	June 2020
<b>Committee responsible for Policy review:</b>	FGB	<b>Linked Policies:</b>	Peripatetic Music Lettings FOI Publication Scheme

### AIM

At Hook Junior School, we aim to make appropriate charges that enable and encourage the development of a wide range of enriching activities and uses of our facilities. This policy is one of the statutory policies listed by the Department for Education that schools need to have in place and publish on their website.

### LEGISLATION

- Education Act 1996, sections 449 to 462
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381
- The Charges for Music Tuition (England) Regulations 2007
- The School Information (England) Regulations 2008 (as amended).

See also DfE Charging for School Activities guidance at:

<https://www.gov.uk/government/publications/charging-for-school-activities>

### PRINCIPLES

- To enable all pupils to participate in the whole life of the school
- To strengthen the links between the school and its community
- We make no charge for admissions to the school
- We make no charge for National Curriculum and related activities in school time
- We may ask for voluntary contributions for activities wholly or partly in school time, which otherwise would be prohibited by cost. No child is excluded from any such activity or treated differently on the basis of non-contribution. However, where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled. We will advise parents accordingly.
- Support is available towards part or all the cost of an activity where there are financial difficulties – in such cases please contact the School Business Manager.
- We support the development of all community groups use of school facilities

### RELATED DOCUMENTS

Following the requirements of the Education Reform Act of 1988, no charge will be made for books, materials, equipment and instruction in connection with the national Curriculum or Statutory Religious Education taught at School, except where parents have indicated in advance their wish to purchase the product. Parents of pupils in receipt of prescribed benefits are entitled to a remission of charges on in-school or part in-school activities.

## KEY RESPONSIBILITIES

### Governing Body

- will review and amend the Charging and Remissions Policy annually;
- will review annually the charges for supplies and services;
- will monitor whether actual income is in line with anticipated income.

### Headteacher

- will ensure that staff are familiar with and correctly apply the policy.

### School Business Manager

- will provide effective financial administration enabling efficient budget management;
- will manage the letting of school premises; and
- will enable information and reporting as may be required by senior management or the governing body.

### Site Manager

- will manage the school premises during lettings and provide caretaking services to users.

### Users

- will abide by the terms and conditions of the booking and hiring contract (c/f separate Lettings Policy).

## PROCEDURES

### *1. Curriculum activities*

A voluntary contribution may be requested for the benefit of the school or any school activities. If the activity cannot be funded without sufficient voluntary contributions, the Headteacher will make this clear to parents at the outset. The Headteacher **must** also make it clear to parents that there is no obligation to make any contribution.

### *2. Off site activities*

A voluntary contribution per pupil will be requested (but the charge will not exceed the actual cost).

### Residential study visits

Costs for a residential visit can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit (UC) where applicable OR any one of:
  - Child Tax Credit, with an annual gross income into the household that is no more than £16,190, provided they are not entitled to working tax credit.
  - Income Support (IS); or
  - Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- the guaranteed element of State Pension Credit; and
- an income related employment and support allowance

### *3. Instrumental teaching*

#### Peripatetic Music

The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents. Charges are set on an annual basis and paid in advance (see peripatetic music policy). Parents will be expected to hire or buy their child's own instrument. Some instruments may be available for loan from Hampshire Music Service.

### *4. Extra curricular clubs*

#### Run by school staff

A charge may be levied for participation in extra curricular activities to meet the costs of materials as needed.

#### Run by outside agencies

The school will endeavour to select outside agencies that offer best value. Where clubs are run by outside agencies a cost will usually apply. In most cases this payment will be made direct to the agency involved. (It is recommended that payments are made direct to the agency. However if payment is brought into school we would ask that parents bring cheques directly to the school office where they will be held overnight in the school safe. The school does not keep a record of payments for external clubs and cannot be held responsible for any payments that are not handed directly into the office. Cheques or any electronic payment options offered are always recommended rather than cash.)

### *5. Damaged property*

The school may charge parents for the cost of replacing or repairing items broken, damaged or lost due to their child's behaviour.

### *6. Letting of premises*

The annual charges are set by the Governing Body with regard to the cost of the services provided and comparable local facilities. The Governing Body may, at their discretion, reduce charges for non-profit making organisations. The conditions of hiring and booking are laid down in the contract. (For further details on lettings charges please see Hook Junior School Lettings Policy which is available from the school office.)

### *7. Charges for services*

Details of charges for photocopier, telephone and fax facilities are available from the school office.

*8. Freedom of Information Act Information Requests*

Charges may be made for freedom of information requests as detailed in the school's Publication Scheme.

*9. Arrangements for part or full remissions of charges*

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges, on application to the Headteacher or School Business Manager. The Governing Body will be informed in general terms of the total provided for each activity.

Parents who have contributed voluntarily may request a refund if their child is unable to take part in an activity through illness.

<b>Date Reviewed:</b>	
<b>Signed:</b>	
<b>Position</b>	