

## Charging and Remissions

<b>Date Reviewed:</b>	March 2024
<b>Next Review:</b>	March 2026
<b>Review Cycle:</b>	Two years
<b>Reviewing committee:</b>	FGB
<b>Lead Governor Responsible:</b>	G Evans
<b>Reviewers:</b>	C Grant
<b>Linked Policies:</b>	Lettings Policy, Bad Debt Policy, FOI Publication Scheme
<b>Policy is based upon:</b>	DfE Guidance
<b>Ratification Date:</b>	
<b>Signed by Headteacher:</b>	
<b>Signed by Chair of Governors:</b>	

### 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
- To support those in financial difficulty

- 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 every two years
- will review annually the charges for supplies and services

### **Headteacher**

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

### **School Business Manager**

- will monitor whether actual income is in line with anticipated income
- will monitor the impact of this policy
- will monitor the charging for activities and lettings
- will provide reports to the Headteacher and Governing Body of cost vs income for activities for which contributions are made
- will provide effective financial administration enabling efficient budget management;
- will manage the letting of school premises
- will enable information and reporting as may be required by senior leadership and 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 we will make this clear to parents at the outset. We will make it clear to parents that there is no obligation to make any contribution.

### **2. Off-site activities and Educational Visits**

A voluntary contribution per pupil will be requested and 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 provided by third parties to individuals or small groups will be met with a direct charge to the parents. The school will not receive payments for such lessons.

Instrumental music teachers will not be charged for the use of our facilities in accordance with our Lettings Policy and charges.

### **4. Extra-Curricular Clubs**

The School charges for all clubs.

#### **Run by school staff**

A charge will be levied for participation in extra-curricular activities (before school, after school or during lunch break) to meet the costs of facilities, additional staff, materials or resources. Full payment for extra curricular clubs is expected before classes begin.

#### **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 all cases this payment must be made direct to the agency involved and the school will not hold any income for third parties. Third parties delivering clubs at school will be charged for their use of our facilities, as documented on the school website and in accordance with HCC charging expectations for facilities use.

### **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. When this is the case, the explanation of damage and resulting charge will be clearly set out in writing.

### **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 Conditions of Hire document.

The hourly hire rate for a classroom is £10.

The hourly hire rate for the school field / playground is £20.

The hourly hire rate for the Hall is £20.

### **7. Freedom of Information Act Information Requests**

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

## **8. Arrangements for part or full remissions of charges**

The school may provide part or full remission of charges 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 or relocation.