# Hunsley Primary
# Charging and Remission Policy

V1.2

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| **Important:** This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.<br><br>**Name and Title of Author:** Lucy Hudson, Headteacher | |
| **Name of Responsible Committee/Individual:** | Hunsley Primary Local Governing Body |
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| **Related Documents:** https://www.gov.uk/government/publications/charging-for-school-activities<br><br>See also: The Education Alliance Master Charging and Remission Policy 2024 | |

# Charging and Remission Policy

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## 1. **Aims**

In conformity with the requirements of the Education Reform Act 1996, it is the policy of the Hunsley Primary Governing Body:

- To make a broad programme of activities and visits accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities. Curriculum costs will be kept to a minimum.

## 2. **Curriculum Activities and Visits**

**The school should:**

- Ensure that no charge is levied for any activities which form a part of a prescribed examination syllabus, or are in fulfilment of National Curriculum requirements.

- Levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission (see section on **Statutory Remission**).

In some circumstances, pupil premium or sports premium funding could be used to support activities.

**Residential Visits – Board and Lodgings**

Voluntary contributions may be requested for visits and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the visit if the level of contributions does not meet its budgetary requirements. Pupils who are entitled to free school meals may pick up a packed lunch from the school before setting out on the visit.

The cost of visits that take place mainly out of school hours are to be met by pupils and parents or carers, and this includes board, lodging and travel costs, subject to statutory exceptions. The governors will assist with charges for board and lodging for pupils whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out of hours but is:

- On the syllabus of a prescribed examination
- A curriculum requirement (e.g. Geography Field Visit)
- To fulfil statutory duties relating to religious education

**General Lesson Costs**

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents/carers have indicated in advance that they wish to own the finished product. E.g. in practical subjects such as Art or Design Technology (Food and Textiles).

**Library Charges**

At present should a library book, magazine or DVD be lost, the responsibility is with the pupils and parent/carer to replace. Missing items will be charged for in full.

**Books and Equipment**

The school will levy a small charge for lost exercise books or damaged equipment. Text books which are issued to pupils and may be taken home are the responsibility of pupils who will be charged for any loss or damage.

**Music Tuition**

The school will ask parents/carers to make a contribution of £230 per year (which may be broken down to instalments per term) per instrument towards the cost of any instrumental tuition. Payment must be received in advance of the start of each term.

A full term's notice is required to cancel music tuition lessons, for example if your child wants to end lessons in the summer term then you must notify the School at the beginning of the spring term otherwise you will be charged for the full summer term.

**Freedom of Information**

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**Private / Personal Printing and Photocopying**

The school makes charges for personal photocopying and printing:

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| A4 white single sided 5p | A4 coloured single sided 25p |
| A4 white double sided 7p | A4 coloured double sided 35p |
| A3 white single sided 10p | A3 coloured single sided 50p |
| A3 white double sided 14p | A3 coloured double sided 70p |

The school makes additional charges for different paper types:
A4 coloured paper 2p OHP's 40p
A4 coloured card 4p Binding 40p
Laminating – per sheet 20p

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account.

## 3. **Non-Curricular Activities**

The school will levy a charge as an optional extra for visits which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the visit if there are insufficient pupils to make the visit viable. In these circumstances a full

refund will be given. Any insurance costs will be included in the charges for the visits and activities. If a pupil withdraws from a visit and a replacement cannot be found, the deposit may not be refundable.

Payment plans can be put into place to support parents who may find payment in a lump sum difficult and who are not in receipt of any statutory contributions.

**School Property**

The school will charge parents for damages to or loss of school property caused wilfully or neglectfully by their children. Damage to school property will be charged as follows:

- No charge made for accidental damage
- 50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules
- 100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate

**Private Lettings**

The school charge for private lettings using the scale of charges as set out by the School, to include VAT where appropriate. Discretion / variation can be allowed at School's discretion.

**Electric charging**

The majority of our schools now have electric charging points. In order to use these accounts you will need to set up an account with the electric charging software provider at that school. The charge for using the service will be the cost to the school of purchasing the electric plus any fee that the charging facility provider may change. The Trust does not intend to make any profit on this service.

## 4. **Statutory Remission**

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit
- Universal Credit (subject to further income testing)
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity. Requests for statutory remission should be made to the Headteacher and complete confidence will be observed in every case.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

**Appendix 1**

**THE EDUCATION ACT 1996**
**THE CHARGING FOR SCHOOL ACTIVITIES**

**STATEMENT**: Under section 449-462 of the Education Act 1996 it sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 the national curriculum[1], 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- 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[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 page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision[3];
- community facilities[4] .

**Optional extras**

Charges may be made for some activities that are known as 'optional extras'. W here an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.
**Optional extras are**:

a) education provided outside of school time that is not part of the national curriculum;

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of 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/governing body have 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 (for example breakfast club, after- school clubs, tea and supervised homework sessions).

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;

- the cost of buildings and accommodation;

- non-teaching 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 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental/carer choice and a willingness to meet the charges. Parental/carer agreement is therefore a necessary pre- requisite for the provision of an optional extra where charges will be made.

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[1] *It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).*

[2] *However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.*

**Appendix 2 – Key**

NC - National Curriculum
SLT - Senior Leadership Team
SEND - Special Educational Needs & Disabilities
AFL -Assessment for Learning
DFE – Department for Education
LA – Local authority
ERYC – East Riding of Yorkshire Council