

# Halesowen C of E Primary School



We care, we trust, we believe.  
We share, we enjoy, we achieve.

## Charging and Remissions Policy

Signed by

Headteacher:

A handwritten signature in black ink, appearing to read 'A. Navy'.

Date: March 26

Review date: March 28

## School vision

At Halesowen C of E we strive to educate, inspire and empower resilient and independent young people preparing them for the next step in their journey. We are proud to be diverse and celebrate differences. We **believe** children can flourish if they are loved and valued. We have high expectations of everyone because we know they can **achieve** if someone has faith in them. We develop **trust** in each other and are proud that we are one big family. We **care** about each and every one of our families. We **enjoy** the job we do and want to make school a happy place to be.

We **share** this school Halesowen C of E; a place special to all of us, a place where we can feel safe, a place where we can be unique and a place where we can learn and thrive together through our strong Christian values.

Our vision is deeply rooted in this Bible quote as we aspire for all children to be the best, they can be despite whatever barriers they may face.

“Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.” (Joshua 1.9)

Our values are: Compassion, Honesty, Hope, Respect, Joy and Perseverance

## Introduction

At Halesowen C of E we believe that every child in our care is entitled to the best possible education. In order to achieve this we are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances. The following policy and procedures ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

## Aims and Objectives

The aims of this policy are:

- To have clear, robust processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made; including voluntary contributions.

- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## Legislation and guidance

This policy has been formulated in accordance with the DfE advice: Charging for school activities and the education act 1996.

## Definitions

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

## Roles and Responsibilities

The Governing Board of Halesowen CE Primary School is responsible for approving the charging and remissions policy but can delegate this to the resources committee, an individual governor or the head teacher.

The governing body also has overall responsibility for monitoring the implementation of the policy.

The headteacher is responsible for ensuring staff are familiar with the charging and remission policy, and that it is applied consistently.

The staff are responsible for implementing the policy consistently. They should also notify the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents are expected to notify staff or the head teacher if they have any concerns or queries regarding this policy.

## School charging- where charges cannot be made

Charges cannot be made for the following things: (according to legislation )

### 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 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for the pupils to be educated.
- Transport provided in connection with an educational visit.

### **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 The national curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## **School charging- where charges can be made**

Below we have set out what school can charge for:

### **Education**

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras (see below)
- Music and vocal tuition – under the Charges for Music Tuition provided that the tuition is provided at the request of the pupil's parent.

- Certain early years provision
- Use of community facilities
- One off extra-curricular activities / after school activities

### **Optional extras**

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

- Education provided outside of school time that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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 board 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, afterschool clubs, tea and supervised homework sessions)

The Governing Board of Halesowen CE Primary School will ensure all charges are relevant and affordable. 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 but whose parents are unwilling or unable to pay the full charge.

### **Musical tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of provision, including the cost of staffing.

### **Residential visits**

We can charge for board and lodgings on residential visits, but the charge will not exceed the actual cost.

### **Other**

Breakages and replacements as a result of damages caused wilfully or negligently by pupils.

### **Voluntary contributions**

Parents are invited to make a contribution to fund activities that would not otherwise be possible. Some activities for which the school may ask parents/carers for voluntary contributions include:

- Educational visits off school site where there are additional costs to the school.
- Educational visitors to school site where there are additional costs to the school.
- Special events where food or entertainment might be provided.

The terms of any request made to parents will specify that the request is for a voluntary contribution. The following will be made clear to parents that the contribution is genuinely voluntary, and a parent is under no obligation to pay and that registered pupils at the school will not be treated differently according to whether or not their parents have made a contribution.

However- we will also make it clear that should an educational visit/ activity not be financially viable to run, that visit may be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

### **Remissions**

In some circumstances the school may not charge for items or activities set out in what we can charge for sections. This will be at the discretion of the Headteacher and or governing board and will depend on the activity in question.

Pupils are entitled to free school meal entitlement, may also be entitled to the remission of charges for board and lodging costs during school residential trips.

Remissions may also be available for extended school activities through PE premium funding and Pupil Premium funding programmes. Parents eligible for this funding will be contacted by the school.

Parents in this situation are invited to contact the Headteacher in confidence, as is anyone who wishes to discuss their own circumstances in more detail.

## **Refunds**

Refunds are not guaranteed and will be considered on an individual basis.

## **Monitoring arrangements**

This policy will be reviewed every 2 years.