



# Charging and Remissions Policy



## Harefield Primary School

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## Charging & Remissions Policy

### Policy Statement

We acknowledge that the schools must meet the statutory requirements laid down in the 1996 Education Act relating to charging for educational activities. We concur with the objectives behind this aspect of the Act which are detailed below. The objectives of the charging provisions in the 1996 Education Act are: a) to maintain the right to free school education b) to establish that activities offered wholly or mainly during normal teaching times should be available to all pupils regardless of their parents' ability or willingness to help meet the cost c) to emphasise that there is no statutory requirements to charge for any form of education or related activity, but to give the local authority and schools the discretion to charge for optional activities provided wholly or mainly out of school hours d) to confirm the right of local authorities and schools to invite voluntary contributions for the benefit of the school, whether during or outside school hours.

### Guidelines for Implementation

In order to meet the above objectives, we have agreed the following statements of principle:

1. **General Education** There will be no charge for the general education provided during normal school hours, unless children have made an item which they wish to keep. Parents will have been notified of the cost in advance.
2. **Design and Technology** No charge will be made for materials for design and technology activities. However, when a parent/carer has indicated in advance that they wish to own a finished product, a charge may be levied to cover the cost of the items that could otherwise be reused. In cases of genuine financial difficulty, parents/carers will be invited to see the headteacher who may remit part or all of the charges. The headteacher will agree the contribution the parent makes, having due regard to the family's financial situation.
3. **Visiting Groups and Individuals** Parents/carers may be asked to make a voluntary contribution towards the cost of a particular activity within the school such as a visiting theatre group. Where an activity cannot take place unless sufficient parents make a voluntary contribution, this will be made clear to the parents/carers at the time of asking for financial support. No child will be excluded from this type of activity because their parents/carers are unable or unwilling to make a voluntary contribution. In cases of genuine financial difficulty, parents/carers will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents/carers make, having due regard to the family's financial situation. The Headteacher will decide if an activity is financially viable.
4. **Educational Visits** Parents/carers will be asked to make a voluntary contribution towards the cost of an educational visit which occurs either wholly or mainly during school hours. Where a visit cannot take place unless sufficient parents/carers make a voluntary contribution, this will be made clear to parents/carers at the time of asking for permission to take their child on the visit. No child will be excluded from a visit because their parents/carers are unable or unwilling to make a voluntary contribution. In cases of genuine financial difficulty, parents/carers will be invited to see the Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents/carers make, having due regard to the family's financial situation. No child is to be excluded from a visit for any reason without consulting the Headteacher. The Headteacher will decide if an educational visit is financially viable.
5. **Residential Trips** In the case of residential trips, charges will be made for board, lodgings and travel. A nonrefundable deposit will be required to secure a place on the trip. A deadline date for the payment of the total cost of the trip will be notified to parents/carers. Failure to pay by the deadline date may mean that the child cannot attend the trip. If a child is unable to attend the trip due to ill health, it may be possible to make a claim from the Local Authority's insurers for a refund of the cost of the trip (minus an administrative fee). We would not seek to exclude any child whose parents/carers are unable to fund the costs of the visit due to genuine financial hardship. In cases of genuine financial difficulty, parents/carers will be invited to see the



Headteacher who may remit part or all of the charges. The Headteacher will agree the contribution the parents/carers make, having due regard to the family's financial situation. In accordance with the Act, where a parent/carer is in receipt of income support, family credit, disability working allowance or an income-based jobseeker's allowance, the school will remit the charges for board and lodgings or seek financial assistance for the parents/carers from an outside agency. The Headteacher will decide if a residential visit is financially viable. Where it seems likely that a visit may have to be cancelled, the Headteacher will consult with the Chair of Governors.

6. **Damage to School Property** There is no reference to breakages or fines in the Act's charging provisions. In accordance with our behaviour policy, where a child has wilfully damaged school property the Headteacher will decide, after carefully considering the context in which the damage took place, whether parents/carers should be asked to contribute to all or part of the cost of replacing the damaged item.
7. **Clubs and Activities** There may be a charge for extra-curricular clubs and activities held outside school hours led by teachers or teaching assistants. There will be a charge for extra-curricular clubs and activities run by outside agencies. There may also be a charge for any resources required by the club e.g. sewing or art materials. Parents/carers will always be advised of the costs involved when their permission is sought for the child to participate.

## Value for Money

We believe that we should always seek to maximise the value for money we obtain from any activity. We are committed to keeping costs as low as possible whilst maximising the educational or social benefit of any of the above activities. This statement should be borne in mind by any member of staff seeking financial contributions from parents/carers.

## Informing Parents/Carers of this Policy

Parents/carers will be informed that the policy is available on the School's website and that hard copies are available from the school office.

## Monitoring this Policy

The Headteacher will monitor all letters which go out seeking financial contributions to ensure they meet the statements of principle set out in this policy. The policy will be reviewed annually by the Governing Body. When reviewing the policy, the Headteacher will report to Governors on how the policy has been operating and whether it has been successful. In particular, the Headteacher will report on the numbers of parents/carers seeking remissions of charges due to financial hardship, the percentage of parents/carers who are unwilling or unable to make voluntary contributions, whether children are being disadvantaged because their parents/carers are unwilling or unable to make financial contributions and whether activities are being unduly affected because of financial considerations.

