



Hillcross Primary School

# Charging and Remissions Policy

## Mission, Vision and Culture

At Hillcross we nurture our children to think critically and creatively within a collaborative community.

Our outstanding practice ensures our children meet their full potential, both personally and academically, and provides opportunities for them to develop their unique talents and skills. As a nationally recognized Thinking School, we nurture an empathetic community of creative and critical thinkers. We achieve success for all through our dynamic and ambitious curriculum, inclusive learning, promoting fairness and celebrating diversity. Through our school culture of high aspiration, embracing challenge, acting with compassion, a shared responsibility and by showing respect for all, we aim to develop a resilient school community of compassionate global citizens.

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the children's personal and social development e.g. cooking, short walking trips to the park or shops, special visitors, hatching eggs, watching caterpillars change into butterflies and so on. In line with our school mission, vision and our Curriculum Intent, the Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the children.

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for and what it will request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined.

## Statement of principle

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

- No charge is made for admitting children to the school.
- All education during school hours is free, including materials and the use of equipment. Schools' hours are those which are published on the school website.

## Charging

The school may make charges for any activities that are wholly or partly outside school hours and/or when these are optional extras. In effect, charges may be made in the following circumstances:

- For individual and group music tuition, when the teaching is additional to the requirements of the National Curriculum.
- For additional curriculum activities such as extra-curricular experiences/trips (including transport); workshop visitors to school; or before/after school clubs run by staff members when the activity is



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additional to the requirements of the National Curriculum.

- For non-school organisations, which use the premises for activities (e.g. extra-curricular clubs, including Rocksteady) and are exclusively for pupils at the school, as long as these are not a necessary part of the National Curriculum. In some cases payment will be made directly to the organisation providing the activity.
- For residential trips - these are optional and the school will try to find viable options to support families who are struggling to afford the opportunity.
- Loss, damage and breakages - in cases of loss, damage or breakages of school books or other equipment, the school will make a charge to cover the cost of replacements.

Charges made by the school for activities are aimed at meeting costs and not exceeding costs i.e. the school does not aim to profit from the charge. Charges for 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 include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

### **Voluntary Contributions**

#### **The Hillcross Children's Fund**

Parents are invited to make a contribution to the Hillcross Children's Fund on an annual, termly, monthly or ad hoc basis. The purpose of the Hillcross Children's Fund is to provide additional materials and opportunities to enhance the learning experiences of our children. The suggested donation is £120 per child or £10 per month, although parents can choose to contribute in excess of, or a part of, this. Children whose parents do not contribute will not be treated any differently from those whose parents have made a contribution. The distribution of the Hillcross Children's Fund is shared with governors at least annually and this is also reported to parents through the Headteachers Newsletters each half term.

#### **Educational Trips and Visitors to School** (trips out of school linked to topic work - including transport)

A request for voluntary contributions may be made throughout the year to support the cost of school outings or visitors to school such as theatre companies or authors. It may be necessary to cancel some activities if we do not receive enough voluntary contributions to cover the cost of the opportunity. When an event is dependent upon sufficient funds to enable it to take place, this will be made clear in the initial letter offering the opportunity. Occasionally events may be subsidised by the Parents and Teachers Association or by general fund raising.

### **Administration**

Payments made by parents will usually be administered through the online payment system: My Child at School (Bromcom). However, parents also have the option to pay into the Hillcross Children's Fund via monthly standing order, cash or cheque. When a donation is made to the school, the admin team will administer it. Any families who cannot access the online platform from home will be assisted in school.

The School Business Manager and Finance Business Officer are responsible for the Hillcross Children's Fund and will ensure accurate financial records are maintained. The Headteacher will be happy to discuss any concerns relating to the school's request for money with parents confidentially (see below).

Sometimes, when the charge is for an activity provided by an external organisation, payment will be made directly to them. Any queries in this instance should be discussed with the relevant organisation.

### **Remissions**

Where the parents of a child are unable to meet any one of the charges the school may make, they can apply in



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confidence to the head teacher for the remission of charges in part or full. The Headteacher will authorise remission. Records of this will be shared with the in consultation with the Business Committee.

At Hillcross we offer the children two opportunities to take part in residential trips, one in year 4 and one in year 6. The school will use pupil premium funding to pay a contribution towards the cost of at least one of these trips for parents of children who are eligible for free school meals at the time of the trip.

### **Monitoring and Review**

The Governing Body may, from time to time, amend the categories for which a charge may be made. The Governing Body reserves the right to revise the Charging and Remissions Policy as necessary.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

### **Safeguarding Commitment**

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

### **Privacy Policy**

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

### **Monitoring and Evaluation**

Reviewed: September 2016, October 2018, October 2019, September 2020, November 2022, October 2023, October 2024

Written & Approved: March 2016

Date of next review: October 2025