



Hillcross Primary School

# Charging and Remissions Policy

## 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, butterflies, visits to the farm. 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 or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## 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 in the prospectus.

## 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 music tuition, or for music tuition of up to four children in a group, when the teaching is additional to the requirements of the National Curriculum.
- For additional curriculum activities such as extra-curricular experiences/trips (including transport); trips out of school linked to topic work (including transport); workshop visitors to school; family learning events; or celebratory events.
- For non-school organisations, which use the premises for activities (e.g. extra-curricular clubs) 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 direct to the organisation providing the activity.
- For other activities outside school hours if parents agree to pay (e.g. residential trips).
- 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.



## Hillcross Primary School

### **Voluntary Contributions**

Parents are invited to make a contribution to the School Trust Fund (previously School Fund) on an annual or termly basis. The suggested donation in the current school year is £30 per child or £10 per term although parents can choose to contribute in excess of, or a part of, this. The suggested annual charge is aimed at meeting costs and not exceeding costs i.e. the school does not aim to profit from any voluntary contributions. Children whose parents do not contribute will not be treated any differently from those whose parents have made a contribution.

The distribution of the School Fund is shared with governors at least annually and this is also reported to parents through the Headteachers Newsletters.

The purpose of the School Trust Fund is to provide additional materials and opportunities to enhance the learning experiences of children. A request for additional donations may be made throughout the year to support the cost of school outings or visitors to school such as visiting theatre companies or authors. 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. It may be necessary to cancel some activities if enough voluntary contributions are not received. Occasionally events may be subsidised from the School Fund, 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: Parent Mail. However, parents also have the option to pay into the school fund or school trust fund via monthly standing order, cash or cheque. When a donation is made to the school, the staff in the school office will administer it. Any families who cannot access Parent Mail from home will be assisted in school.

The School Business Manager is responsible for the School Fund Account and the Finance Assistant is responsible for maintaining accurate financial records. The Headteacher will be happy to discuss any concerns relating to the school's request for money with parents confidentially.

Sometimes, when the charge is for an activity provided by an external organisation, payment will be made directly to them. Any queries 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 confidence to the head teacher for the remission of charges in part or full. The Headteacher in consultation with the Business Committee will make authorisation of remission.

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 some of its 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 reserve 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



## Hillcross Primary School

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 Keeping Children Safe in Education 2018, 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.

### **Monitoring and Evaluation**

Reviewed: September 2016, **October 2018**

Written & Approved: March 2016

Date of next review: Autumn 2019