



Tower Hill Primary School Charging & Remissions Policy

Date : **Autumn 2017**
Date of Approval : **14th Sept 2017** **Signed: Owen Gardner, (Chair)**
Review Date : **Autumn 2020**

Key Statement

A Charging and Remissions Policy is a statutory requirement of the Governing Body. This policy implements the legislation of Sections 449-462 of the Education Act 1996. The policy addresses all areas where a charge is currently requested from parents for activities within and outside of school hours: the school day is deemed to last from 09.00-15.20.

Rationale

We believe that first hand experiences, through educational and residential visits and other extra-curricular activities, play an immense part in the delivery of the National Curriculum and have a large impact on the children's educational and social development.

This *Charging and Remissions Policy* describes how we will do our best to ensure an inspirational range of visits and activities is offered and, at the same time, try to minimise the financial barriers which many of our parents/carers may face when requested to make a charge or voluntary donation towards the cost of such experiences.

Relationship to other school policies

The policy complements the school's *Equality, Curriculum, Off-Site Visits and Teaching for Learning Policies*.

Purpose

- ❖ To specify those activities for which the school will make a charge and what that charge will cover.
- ❖ To specify those activities for which the school will seek a voluntary contribution towards the cost.
- ❖ To set out the circumstances in which the school will remit (in whole or in part) any charge or voluntary contribution
- ❖ To set guidelines for requesting monies for school lettings.

Activities For Which The School Will Make A Charge

1. There will be a charge for Breakfast Club. The charge will not exceed the cost of provision and may be subsidised from the school budget. The charge and budgetary provision will be reviewed annually by the governing body. There will be no charge for pupils who qualify for free school meals. Costs for these pupils will be met from Pupil Premium income.
2. There will be a charge for activities taking place outside school hours and which are outside the national curriculum if the school has to pay for a non-staff provider (e.g. football coaching) or incurs costs for materials (e.g. film hire). The charge will not exceed the cost of provision.
3. There will be a charge to cover the board and lodging element of any residential visit. Any charge made will not exceed the cost of provision.
4. There will be a charge for the provision of individual instrumental tuition and instrument hire where provision necessitates the employment of teaching staff to provide the tuition and where the tuition is not part of the normal school music curriculum but is offered as an optional extra e.g. by Hampshire Music Service peripatetic tuition. This tuition will be subsidised by the school in its pursuit and promotion of enriched activities.

Activities For Which The School Will Request A Voluntary Contribution

1. Voluntary contributions will be sought from parents for visits and trips which incur significant transport and entrance charges (including those during residential visits). The additional costs of these trips will be subsidised by the school in its pursuit and promotion of enriched activities and hence the voluntary contribution sought will be less than the additional costs incurred.
2. Voluntary contributions will be sought from parents for the provision of materials for certain practical work in school e.g. food technology, which will either be eaten, taken home or become the personal possession of the children (e.g. felt slippers).

No child will be excluded on financial grounds from any agreed activity for which voluntary contributions have been requested. If the viability of a proposed activity is dependent on receiving adequate financial support from parents, this will be made clear when contributions are requested.

Remission or Help With Charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed to subsidise some activities and visits where charges can legally be made and has given the Headteacher discretionary powers to make further reductions to parents/carers in particular circumstances including those who are in receipt of Pupil Premium funding. For further details, please contact the Headteacher through the school office.

Additional Considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead;
- we will offer a system for parents to pay in instalments. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip;
- we acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The Finance & Personnel Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Guidelines for Lettings

1. All letting will be in line with Hampshire County Council suggested hire charges for community use of schools. This is issued once a year by the Head of Audit and Community Learning.
2. All contracts with groups deemed as independent commercial operators and thus outside community usage will be reviewed by the Finance & Personnel Committee of the Governing Body on an annual basis in the Spring Term. Hire charges will be reviewed annually in the Spring Term by the Finance & Personnel Committee.
3. The Headteacher has the authority to override these charges where it is deemed the community will benefit e.g. use of the school field or hall for community purposes, on the proviso that the necessary 'hiring contract' is undertaken (even though this may read 'no charge') to ensure insurance is extended to those who participate in such activities.
4. The Governing Body supports the development of all community groups' use of the school through a flexible charging approach. This may include offering reduced rates for an introductory period in order to assist a new group and would be negotiated with the Headteacher.