

POLICY DOCUMENT

# HOBLETTS MANOR JUNIOR SCHOOL ‘

## CHARGING AND REMISSIONS POLICY

Reviewed October 2024

## **Policy Objective**

The Governing Board of Hobletts Manor Junior School recognises the contribution that a wide range of additional activities, including clubs, day trips and residential experiences can make towards a child's education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

## **Purpose**

At Hobletts Manor Junior School, we believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **What was consulted?**

The policy has been informed by *A Guide to the Law for School Governors* and the DfE guidance *Planning and Funding Extended Schools*.

## **Roles and responsibilities of headteacher, other staff, governors**

The headteacher, staff and governors will ensure that the following applies:

### **1. Activities for which charges may be made**

#### ***a) Activities outside school hours***

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

#### ***b) Residential activities***

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

#### ***Is a residential trip in or out of school time?***

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some

activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents/carers will be notified of the policy for allocating places.

### **c) Music tuition**

Music tuition for individuals or groups of up to four pupils.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>	<b>Remitted or help available</b>
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>	For example, a clay model – a charge to cover the cost of the clay.	Help available
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Help available
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	see below

## **2. Voluntary Contributions**

Legislation does not prevent the school, or its PTA, from asking parents/carers for a voluntary contribution towards the cost of a given activity or visit falling outside those where a charge may be made. This contribution, however, must be optional and with prior parental/carers

agreement. Parents/carers are therefore asked to contribute voluntarily towards the following:

- 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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
- entry for a prescribed public examination, if the pupil has been prepared for it at the school\*
- examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place 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 the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

\* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

The contribution must be genuinely voluntary and the children of parents/carers who are unable or unwilling to contribute will not be discriminated against. Where there are insufficient voluntary contributions to make an activity possible, and there is no alternative way of making up the shortfall, then the activity will be cancelled.

### **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Universal credit
- Income support
- Income-based jobseekers' allowance

- Income-related employment and support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of state pension credit
- Child tax credit, provided that you are not also entitled to working tax credit

#### **4. 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 try to adhere to the following guidelines:

- where possible we shall publish a list of visits at the beginning of the term so that parents/carers can plan ahead. For residential trips the notice period will be longer.
- we have established a system for parents/carers 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 where possible.

#### **Arrangements for monitoring and evaluation**

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving 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.