



## Charging and Remissions Policy (Statutory Policy)

Policy summary: Charging and Remissions Policy

Prepared by: Headteacher

Dated: November 2024

Review date: November 2026

# Hambledon Primary School

## Charging and Remissions Policy

Full Governing Body approval gained in November 2024
Next review November 2026
Policy produced by Adrienne Corr Headteacher
Headteacher's signature : <i>A. Corr</i> Chair of Governor signature: <i>J. Murray</i>

### Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This 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.

It is most **strongly emphasised** that no pupil will be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

### Roles and responsibilities of Headteacher, other staff, governors

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

#### 1. Voluntary contributions may be asked for

- any activities which are in fulfilment of National Curriculum requirement
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during/outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education. Costs will be calculated by averaging the cost of admission and transport costs by the number of pupils the trip is being offered to. The School does not make a profit from any trip.

#### 2. Activities for which charges may be made

- Parents will be asked to pay for the residential costs of off-site activities and may be asked to make contributions to cover cost of travel and organised activities.
- Non-residential activities 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).

- In practical/craft activities, parents may be asked for the full or partial cost of materials. Parents may be asked to pay for or towards the cost of making good damage to or loss of school property, e.g. defaced book, broken window where this is the result of the child's behaviour/negligence, for example a lost library book.
- Music tuition for individuals or small groups
- The school organises sports/swimming lessons - these take place in school time and are part of the National Curriculum. We make no charge for the lessons but we do ask for a voluntary contribution towards the cost of transport if off site.

#### **Other**

### **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. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Requests from parents for financial help and assistance will be sympathetically considered in consultation with the Head and Resources Governor Lead.

Complete confidentiality will be observed in such matters.

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

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.

**Date for review November 2026**

**End of Document**