

Bushey St James Trust



HARTSBOURNE PRIMARY SCHOOL

Charging and Remissions Policy

To be read in conjunction with Equality and Diversity Policy, Educational Visits and Enrichment, Teaching & Learning Policies, SEND Policies

This policy will be reviewed, and updated if necessary, every two years:

Last Reviewed:	March 2019	Next Review:	March 2020
Approved by:	Trust Board	Date:	25.3.19

VISION

Hartsbourne Primary School is an inclusive learning community where we are:

Building a strong school **community**; inspiring pupils to gain the **confidence**, resilience and independence to become **life-long learners**, making the best **progress** possible and creating happy memories.

RATIONALE

We believe that all our pupils should have an equal opportunity to benefit from Trust wide activities and visits (curricular and extra-curricular) independent of their parents' 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 offered to them.

AIMS

The aims of the policy are to:

- Ensure that all related activities are appropriately informed by 'A Guide to the Law for School Governors' and the DfE guidance 'Planning and Funding Extended Schools' and 'Charging for School Activities' (May 2018).
- Ensure that the Trust's business in regard to charging and remissions complements the Trust/School's Equality and Diversity, Curriculum, Educational Visits, Lettings and Teaching and Learning Policies.
- Implement controls for the collection of income and keep accurate records of transactions.
- Ensure that the Trustees, Governors, Executive Principal/Headteacher and other staff within the Trust follow the practice outlined below.

PRACTICE

1. Items for which no charge will be made:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment other than as defined in section 2(e) (below).
- 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.
- The first 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 as part of the National Curriculum 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.

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

2. Activities for which charges may be made

- Activities outside school hours.
- For activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.
- Residential activities.
- For board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 6 below) may not be charged for board and lodging costs in full.
- Music tuition: costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours.
- Examination Fees (if applicable to a Primary School).

In relation to examinations in the following limited circumstances:

- For a second examination where preparation by the school would enable the pupil to enter more than one re-sit;
- In cases where the school enters the pupil but where either preparation has been through private tuition or, in the case of "re-sits", the pupil has received no further preparation since his/her earlier examination entry;
- For examinations for which pupils are being prepared with their parents' agreement, i.e. outside of school and would like to sit the exam at school.
- For examination fees where a pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid or is liable to pay an entry fee, regardless of whether the examination is prescribed.
- Failure to complete the examination requirements might include failure to complete the coursework requirements and/or failure to sit the final examination(s). The governing body will judge whether a reason, which must be expressed to them in writing within ten days of the final examination, is sufficient for them to remit this charge.

Ingredients and Materials

- For ingredients, materials, equipment etc. needed for practical subjects such as Design Technology where they are outside the scope of our standard provision of resources for that department/lesson.

Visits

To enable some visits, not prescribed by an examination syllabus, to take place in school time the following procedure will be followed:

- An initial letter will be sent explaining the nature of the proposed activity and its likely value in educational terms. It will indicate the contribution per pupil that would be required if the activity were to take place. It will state that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute, but make it equally clear that the activity would not take place if parents were reluctant to support it.
- The governors will allow a contribution for such visits to be made from school funds at the discretion of the Executive Principal/Headteacher in cases of hardship as defined in section 3 below.
- Charges will (or may) be made as indicated above. Parental agreement will be obtained before a charge is made.
- Charges will not exceed the actual cost (per pupil) of provision

3. Trips and visits surplus balances

If a surplus balance exists after all trip expenses have been accounted for, this will be offered to parents provided it is above the minimum threshold of £5 per student on day trips and £10 per student on residential trips. Any surplus remaining after this will be treated as a contribution to school funds.

4. Broken equipment and lost/damaged items

The Trust allows all departments/schools to charge students and/or their parents a contribution towards the cost of replacement items where these have been damaged or broken as a direct result of misconduct on the student's part. A charge will also be made for lost or damaged books.

5. Community use/lettings

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of the charges will be determined annually by the Governing Body. (See the Lettings Policy for further information).

6. Remission

Remission of certain charges will apply for parents/guardians in receipt of the qualifying benefits detailed below:

- i. Income Support or Income-Based Jobseekers' Allowance;
- ii. Income-related Employment and Support Allowance;
- iii. Support under Part VI of the Immigration and Asylum Act 1999;
- iv. Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the sum given in the Revenue and Customs rules - £16,190;
- v. Guaranteed element of State Pension Credit

Students whose families are in receipt of these benefits will normally also be eligible for free school meals and should apply via the Hertfordshire County Council online application process.

Remission will be provided for:

- Music tuition fees in line with Hertfordshire Music Service remission of fees scheme;
- Board and lodging costs for those residential trips wholly or mainly within school hours. (In practice we will ask parents to contribute of 85 -90% towards the total cost of these trips.

At the discretion of the Executive Principal/Headteacher examination re-sit fees may also be considered for remission for those students in receipt of free school meals where the re-sit request is supported by the Head of Department as likely to lead to an improved outcome for the student.

Remission of the above charges may also be provided for those students identified as eligible for Pupil Premium at the discretion of the Executive Principal/Headteacher.

WRITING OFF DEBTS

All reasonable steps will be taken to recover debts. Where there is no reasonable prospect for cost effective recovery and sufficient budgetary provision exists, then a debt may be written off with the prior approval of the Finance Committee or Trust Board, as shown below:

- Up to £100.00 can be written off by the Head teacher.
- Otherwise the approval of the Finance Committee/Trust Board is required.

Where the governing body writes off debts, these shall be formally recorded, and the record retained for seven years.