





CHARGING & REMISSIONS POLICY

This Policy was approved at a meeting of the Full Governing Body on
15th July 2024

Chair of Governors:	Mr L Shilling
Headteacher:	Ms Y Nunn
Finance Governor:	Mr J Cox

Signed		Chair of Governors
Signed		Headteacher

Review Date: Summer 2025

Hampton Primary School

Charging and Remissions

Context

The Governing Body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The governing Body must not charge for any activities which take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional, extra activities provided mainly or wholly outside school hours as long as such activities are not an essential part of the National Curriculum or religious education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to the Law for School Governors provides further detailed guidance.

1. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

2. Basis for Policy

The policy has been informed by A Guide to the Law for School Governors.

3. Relationship to other school policies

The policy complements the school's equal opportunities policy and curriculum policies.

4. Roles and responsibilities of Headteacher, other staff, governors

The **Headteacher** will ensure that the following applies:

4.1 *During the school day*

- 4.1.1 All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.
- 4.1.2 Voluntary contributions may be sought for activities during the school day which entail additional costs, for example swimming, workshops, educational visits.
- 4.1.3 In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

4.2 *Optional activities outside of the school day*

- 4.2.1 We will charge for optional or extra activities provided outside of the school day as detailed below. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.
- 4.2.2 Dinner money should be paid on Monday of each week in advance via the ParentPay system. Parents who have failed to provide their child's dinner money will be requested to provide a packed lunch from the beginning of the following week if the debt is not cleared as this helps prevent parents getting into greater debt. A fee of £2.00 will be charged at the end of each week payment has not been made to cover the administration costs involved. The number of pupils entitled to Free School Meals is an important factor that influences school funding and parents are encouraged to take up this entitlement, regardless of whether the free school meal is taken or whether the child is entitled to Universal Infant Free School Meals, by completing the appropriate form available from the school office or completing an online application via www.kent.gov.uk following the 'Free School Meals' link.
- 4.2.3 Fees for Breakfast/After School Clubs are payable weekly in advance. A fee of £2.00 will be charged at the end of each week payment has not been made to cover the administration costs involved. This facility will be withdrawn from the third week to any parent who has an outstanding debt.

- 4.2.4 Additional Nursery sessions (if available), can be purchased to supplement Free Entitlement places, at a cost of £18.00 per 3 hour session (equivalent to £6.00 per hour). Fees are payable weekly in advance. A fee of £2.00 will be charged at the end of each week payment has not been made to cover the administration costs involved. This facility will be withdrawn from the third week to any parent who has an outstanding debt
- 4.2.5 Photographs will be taken annually and parents will be sent proofs of the photographs of their child to purchase if they wish. There is no obligation to buy.

Cycling proficiency is offered to pupils in Year 6 and is not obligatory.

4.3 Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

4.4 Residential Events / Activities

Charges will be made for board, lodging and travel. In cases of hardship, parents can apply in writing to the Headteacher to pay a reduced amount.

4.5 Calculating charges

- 4.5.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't.
- 4.5.2 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

5. Arrangements for monitoring and evaluation

The Finance Committee will monitor the impact of this policy by receiving a report on those activities that resulted in charges being levied.

Links to legislation and guidance documents

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

www.gov.uk/government/publications/charging-for-school-activities