



Hughenden Primary School

Charging & Remissions Policy

May 2024

This policy was adopted on 11th June 2024

The policy is to be reviewed by September 2027

1. Objective

Sets out the position of the school and the Governing Body in relation to charging for School Activities.

2. Scope

This policy works within the legal framework defined by all relevant acts of Parliament. Should there be any conflict with existing or future legislation then the legislation takes precedence.

The policy covers charging under the following circumstances:

- Education during school hours
- Musical instrument tuition
- Voluntary contributions
- Activities not run by the school or the LEA
- Education outside school hours
- Residential activities
- Public examinations
- School minibuses
- Photocopying documents
- Swimming transport (not tuition)

3. Review

This policy comes into effect when approved by the Finance Committee and adopted by the Governing Body of the school and will be reviewed by the Governing Body in line with the Governor's Policy Review Plan.

4. Education during school hours

All activities (except musical instrument tuition, swimming transport and school trips) offered wholly or mainly within normal school session hours (this excludes lunchtimes) shall be available to all pupils without charge, regardless of the parents' ability or willingness to pay.

5. Musical instrument tuition

Where the teaching of musical instruments is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil(s), a charge may be levied for this activity even where it is carried out during normal school hours. Private tuition will be paid for by parents.

6. Voluntary contributions

Even where the school does not charge for activities during normal school hours, the Head Teacher may decide to invite parents and others to make voluntary donations (in cash or kind) to make school funds go further.

All requests to parents will make it quite clear that the contributions would be voluntary and that the children of parents who do not contribute will not be treated any differently from those who do. If any activity is dependent upon parental assistance/donation this will be explained to them at the outset. The charge will not exceed the actual cost of providing the activity for an individual child.

7. Activities not run by the school or the LEA

Where an activity organised by a third party takes place in normal school hours, is approved by the School, is educational or is supervised by someone authorised by the School, then no charge will be made for this activity.

Where educational activities are provided by a third party, its charges will be passed onto parents of participating pupils.

8. Education outside of school hours

Charges will only be levied for activities that are not an essential part of the national curriculum, that do not form part of the school's most basic curriculum for religious education and are not an essential part of the syllabus for an approved examination. For example, extra-curricular clubs.

9. Residential activities

Where a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, a charge will be levied for the education, activities and cost of travel. Parents who are in receipt benefits will be asked to make an affordable contribution and invited to discuss this with the Headteacher.

- Family credit
- Income support
- Income based jobs seekers allowance
- Disability working allowance

10. Public examinations

No charges will be made for entering pupils for public examinations that are set out in Regulations.

11. School minibuses

Not applicable at this School and will addressed only should the situation arise.

12. Setting and reviewing of charges

The level of charging will be set individually by activity by the Headteacher and reported to the Governing Body through copies of letters and newsletter. The Governing body will review the charging framework in line with the Governors Policy Review Plan.

13. Photocopying documents

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. The charge will be set at 5p per sheet and charged to the person making the request.