



## Charging and Remissions Policy

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## Hamilton Primary School

### Charging and Remission Policy

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

#### Definitions

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

#### Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum except individual music tuition which is provided by independent tutors.

#### Where charges cannot be made

Below we set out what we **cannot** charge for:

#### Education

- Admission applications.
- 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.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Religious education.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
- 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.

#### Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit

## Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.
  - Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

## Where charges can be made

Below we set out what we **can** charge for:

### Education

- Clothing. We ask parents to provide their children with school uniform and P.E. kit. We make no charge for specialised clothing used in school.
- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them.
- Optional extras. (see below)
- Music and vocal tuition, in limited circumstances. (see below)
- Certain early years provision.
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

### Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit.

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra. (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

### **Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum.
- If the teaching is provided under the first, access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority

### **Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

The school will also look sympathetically at families who are in financial hardship (but not receiving the above benefits) and will consider the option of spreading the payments over a longer period of time by setting up a Standing Order. Individual situations will be taken to the Full Governing Body for consideration.

### **Voluntary contributions**

As an exception to the requirements set out in 'Where charges cannot be made' section of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips.
- Sports competitions.
- Swimming.

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### **Activities we charge for**

The school will charge for the following activities:

- The Hamilton Hub. (charges cover the cost of staffing, food and equipment)
- After school clubs. (charges cover the cost of the tutor and building)
- School dinners for Junior children. (charges cover the cost of staffing and food.)

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents/carers will be informed of the charges for the coming year, each year.

### **Remissions**

In some circumstances, the school may not charge for items or activities set out in 'Where charges can be made' and 'Activities we charge for' of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **Absence**

If a pupil is unable to make a school trip due to poor health, parents will be unable to claim remittance on the charges for transport to the trip location. Remittance of the charge for entry will be subject to the provider's terms and conditions.

### **Remissions for residential visits**

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year. (after tax and not including any benefits you get)