



HIGH BEECHES PRIMARY SCHOOL

Charging and Remissions Policy 2024

At High Beeches School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The policy has been informed by *A Guide to the Law for School Governors* and *“Charging for School Activities”* (DFE 2018).

Relationship to Other School Policies

The policy complements the school’s equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and Responsibilities

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

1. Activities for Which Charges will Not be Made

- 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, 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;
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- education provided 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; or
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

However, the school may ask parents to make a voluntary contribution towards the cost of undertaking off-site visits or workshops on site led by a third party to enhance the taught curriculum. No child will be excluded from attending such visits or workshops if their parent is not willing or able to pay.

2. Activities for Which Charges May be Made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) 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).



HIGH BEECHES PRIMARY SCHOOL

Charging and Remissions Policy 2024

b) Residential activities

Board, lodgings and transport costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition (for individuals or groups of up to four pupils)

The following is a form of words that could help to explain to parents and carers what may/may not be charged for.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	
Charges will/may be made for music tuition where parents have opted for their child to participate in addition to the normal curriculum	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of pupils	Additional help with the cost of HMS music lessons may be available from HCC. See section 3 below.
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	See section 3 below.
Charges will be made for any transport costs incurred for trips.	The charge will not exceed the actual cost	See section 3 below.

3. Families qualifying for remission or help with charges and voluntary contributions

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 at a reduced charge to parents in particular circumstances. This includes pupils in receipt of free school meals (see appendix) and/or the pupil premium and may include families who do not qualify for this but where recent or short-term financial hardship puts children at risk of economic exclusion. This may be funded through the pupil premium grant (where applicable) or the school may be able to access or signpost parents to external sources of funding.

If remission or help is available in relation to a particular charge, it is indicated in the right-hand column of the table above. Criteria for qualification for remission are given below.



4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead;
- we have established a system for parents to pay in instalments;
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip; and
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

5. Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis 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.

APPENDIX

Free School Meals Eligibility Criteria

Parents in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- 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
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit