



Hillmead Primary School

Charging and Remissions Policy

POLICY DOCUMENT

Subject: **Charging and Remissions**

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Relevant Guidance and Documentation:

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Document Revision History

Version	Date	Author	Reason for Revision
A	Oct 2016	M Shenston	First Draft
B	March 2018	M Shenston	Annual review – no changes made
C	March 2019	M Shenston	Annual Review Addition of the following paragraphs: Damage to Property, Loss and Breakages Remissions and Concessions Inability or Unwillingness to Pay
D	January 2021	M Shenston	Add additional chargeable services. Add refund policy.
E	October 2023	M Shenston	Introduction – change to make review 2-yearly Addition of parents/carers to 'Who is the policy for?' Minor style changes



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Introduction

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on a 2-yearly basis by the school Governing Body's Finance Committee.

Objectives of this Policy

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Who is this policy for?

- All staff
- Governors
- Parents and Carers

Who is expected to know this policy?

- All staff
- Governors

Who is expected to follow this policy?

- All staff



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There will be no compulsory charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions:

The school may, however, ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity may be cancelled.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.This could include before and after school clubs run by the school.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.



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Other Chargeable Services:

At the Headteacher's discretion the following services may be provided for which a charge may apply (see Appendix A):

- Administrative processes associated with the application of a pupil to a private school or college, including providing references and administering tests.
- Countersigning of personal documents not relating to school, eg passport applications.
- Provision of letters relating to visa applications, legal proceedings etc
- DBS checks for roles undertaken at school or associated with school which are considered non-essential roles, eg privately arranged work experience placements
- Providing hard copies of school documents other than policies required by legislation.

Damage to Property, Loss and Breakages:

Where school property has been wilfully damaged or has been lost by a pupil, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and will be dependent on the situation.

Remissions and Concessions:

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher.

Little Ladybirds Pre-School and Night Owls currently provide out of school care which operates from the school premises. This provision falls outside of this provision and charges are set by the provider. There is no financial support available from the school towards the cost of this out of school care.



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Inability or Unwillingness to Pay:

Hillmead Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Refunds:

Hillmead School will provide refunds only in the case that an activity towards which payment or contribution has been made, does not proceed, and where the cost to the school is recoverable direct from the supplier or under insurance.

Refunds may not be made in the following circumstances:

- if the activity is rescheduled within school hours
- if the pupil is unable to attend due to absence including illness
- where the pupil leaves the school following payment/contribution
- where a non-refundable deposit has been made by school

Where payments/contributions have been made via School Gateway, refund will be made direct from School Gateway to the paying account only. All other payments will be refunded by cheque.



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Appendix A – Charges

Chargeable service	Cost
Provision of reference supporting private school application	£20
Administering entry tests for private schools	£50 set up fee plus staff costs per hour
Passport applications	£20
Provision of other letters	£10
DBS checks	£10 administrative fee plus cost of check
Paper copies	10p per sheet