



# Charging & Remissions Policy 2022-2023

Date discussed with Staff:	Date discussed with Governors:
Date ratified by Governors:	
Date for review:	
Signed:	Headteacher
Signed:	Chair of Governors

# Heygarth Primary School

## Charging & Remissions Policy

### Introduction

As legislated by the Education Reform Act 1988 (as amended), the Governing Board is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by Local Authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made. The Governing Board of Heygarth Primary School endorses the policy of the Wirral Local Authority with respect to charging for school activities. This policy is available from the school to all parents/carers.

### Education

All education (including the supply of any materials, books, instruments for Wider Opportunities or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

### Educational Trips & Visits

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours. The Governing Board cannot charge for activities undertaken during school hours in relation to the National Curriculum. Non-residential educational trips and visits are likely to be funded by the receipt of voluntary contributions and no pupil shall be excluded from activity through unwillingness or inability to contribute payment(s). All educational trips and visits will be organised under the direction of the Headteacher and in accordance with the guidelines issued by Wirral Education Authority. No school visit will take place without the approval of the Governing Board and, where necessary, Wirral Local Authority. Staff organising such trips will be responsible to the Headteacher at all times.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made the Headteacher may cancel the trip or make such changes to the organisation of the trip as she thinks necessary. If the event does proceed, each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

### Music Tuition

No charge will be made if the music tuition is an essential part of the National Curriculum. No charge will be made for the first programme in which the whole class

engages with the KS2 Programme of Instrumental and Vocal Tuition (First Access). This includes instrument hire, music books etc.

No charge will be made for instrumental and vocal tuition within school hours for Looked After Children. Remission may be available for instrumental hire at the discretion of the Headteacher.

We will charge for all other instrumental/music tuition requests by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and may vary depending on size of group, length of lesson and type of instrument. Where we make a charge for instrumental and vocal tuition within school hours, we will remit charges for pupils entitled to Free School Meals in order to ensure specialist music tuition is accessible and affordable for all children.

### **Residential Visits**

Parents will be asked to meet the costs of residential trips unless they are in receipt of state benefit(s) during any period when the trip is taking place. For families in receipt of Free Schools Meals, parents will be asked to pay 33% of the cost. For pupils receiving the Pupil Premium Ever 6, parents will be asked to pay 66%. The cost must not exceed the actual cost of the provision for the pupil. The school will not charge for staff or material costs at residential centres, or for travel to and from outdoor centres if the visit takes place during school hours. However, we may charge all pupils for travel if the visit is an optional extra and for additional "charged" activities. If voluntary contributions for charged activities and travel made are not sufficient to enable a planned residential to take place, the Headteacher may cancel the trip or make such changes to the organisation of the trip as she thinks necessary.

### **School Milk**

School milk is provided by Cool Milk. Parents purchase this directly from Cool Milk online. Pupils who receive Free School Meals receive milk free of charge on request.

### **School Meals**

School meals are provided by Edsential and meals cost £2.45 for pupils and £2.94 for staff (including VAT @ 20%). Meals should be paid for in advance. This is agreed annually by Governors.

Pupils may be eligible for a daily free school meal if their parent/s or carer/s are in receipt of the following benefits:

- Income Support
- Working Tax Credit
- Disability Working Allowance
- Income Based Job Seeker's Allowance

School meals may be given free of charge to staff and/or visitors at the discretion of the Headteacher.

### **Pupil Examinations**

Parents will be asked to pay for examination fees in the circumstances outlined in the Local Authority's policy statement.

### **Additional Session in F1 (Nursery)**

Parents must pay for additional sessions (in addition to their 15-hour entitlement) attended by children in F1 (Nursery). Additional Nursery sessions are £15.00 per session and must be paid for in advance to the school office.

### **Optional Extras**

Parents may be charged for activities defined as 'optional extras' that is activities which are provided mainly out of school hours and which are not part of the school curriculum. Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. There may be financial assistance available for children qualifying for Free School Meals.

### **Damages and Losses**

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour or any item that has been lost as a result of their child's inappropriate behaviour.

### **Remissions**

The discretion to remit, in whole or in part, any charge, which may be made by the school, has been vested in the Headteacher. The Governing Board may waive all or part of the charges for a residential activity within school hours, where the parents of a pupil who would normally be liable but are receiving the benefits outlined under School Meals.

### **Schedule of Rates**

The "Schedule of Charges" will be compiled annually and agreed by the Governing Board. This will include any services provided by the school where a cost is incurred including music tuition and school lunches.

This policy will be reviewed on a two-year cycle.

September 2016

Reviewed: September 2018

Reviewed: September 2020

Reviewed: September 2021 (Additional F1 sessions)

Reviewed: September 2022 (school meals)