

# Harcourt Primary School Charging and Remissions Policy 2024-26



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# Harcourt Primary School Charging and Remissions Policy

## General

This policy has been written with advice from the DfE on charging for school activities. 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. This advice complements the information given in section 7.5 of the Governors Handbook. The advice accurately reflects the terms of the Education Act 1996, but is not a substitute for those terms.

School Governing Bodies and Local Authorities, subject to limited exceptions, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Harcourt Primary School will ensure that they inform parents on low incomes and in receipt of the benefits listed on page .... of this document, of the support available to them when being asked for contributions towards the cost of school visits.

## 1. Admissions

There is no charge for admissions. Paragraph 1.9 (n) of the School Admissions Code 2012 rules out requests for financial contributions as any part of the admissions process to a state-funded school.

## 2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day decided by the Senior Leadership Team and agreed by the Governing Body.

## 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

## 4. Activities that take place during school hours

There is no charge for activities during school hours, including the supply of any materials, books, instruments or other equipment), with the exception of music tuition requested by a pupil's parent (**section 8**). There is no charge for transport during school hours to school-organised activities.

*Note: this does not include the break in the middle of the school day.*

### We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**see section below**)
- certain music or vocal tuition (**see section below**)
- community facilities.

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras include:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education

- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body 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 (e.g. Breakfast Clubs, After-School Clubs, tea and supervised homework sessions).

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteacher on the recommendation of the Resources Committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will therefore seek the agreement of parents before organising the provision of an optional extra where charges will be made.

## **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined above. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined above.

## **7. Residential activities**

**Our school will not charge for:**

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours

**Our school will charge for:**

### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents

will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see below for more guidance on remissions).

### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### **Activities**

The school may charge for residential activities that fall **outside** of school hours.

## **8. Music tuition within school hours**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing an instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees. There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **9. Extended services**

Harcourt Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge for extended services will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent 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 dependent on the situation.

## **11. 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
- Universal Credit
- 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 Headteacher will authorise the remission of charges.

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.

## 12. Voluntary contributions

Harcourt Primary School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, the school will be made clear to the parents from the outset. If the activity is cancelled, all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## 13. Inability or unwillingness to pay

Harcourt 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.

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Signed by:

_____	<b>The chair of governors</b>	<b>Date:</b> .....
_____	<b>Headteacher</b>	<b>Date:</b> .....

**This policy will be reviewed annually.**