

Hose Church of England Primary School



Charging & Remissions Policy

"Whatever you do, work at it with all your heart" Colossians 3.23.

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Chair of Governors: Emily Greasley

Policy written by: Headteacher

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Aims of the Charging and Remissions Policy

The aim of this Charging and Remissions Policy is to ensure that all pupils have fair and equal access to a rich, varied, and high-quality curriculum, regardless of their family's financial circumstances. The policy sets out clear guidance on when charges may be applied, the activities that will always remain free, and the circumstances under which the school may offer full or partial remission of costs. Its purpose is to promote transparency, support inclusion, and remove financial barriers so that every child can participate fully in the life of the school.

Admissions

There is no charge for admissions.

School Meals

There is no charge for children who are entitled to Free School Meals (FSM) or Universal Infant Free School Meals (UIFSM). Pupils who are not entitled to FSM or UIFSM will be charged a set amount as decided by the Catering company and Headteacher.

School trips/visits and activities during the school time – voluntary contributions

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, a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed, each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities sometimes organised by the school which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums;
- Sporting activities – sometimes involving transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips abroad;
- Musical events

Residential visits

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

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 section 11 for more guidance on remissions.)

Travel:

Travel charges may apply when the residential activity takes place during and 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 other pupils will not be charged extra to cover those costs.

Activities:

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

Parents/Carers will be given advanced note of proposed residential visit opportunities, together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Visiting music teachers offer individual or small group music tuition at the school which is in addition to the National Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/Carers who receive specific state benefits are exempt from charges for music tuition – details will be provided at the time that tuition is offered.

Wraparound Childcare

Wraparound Care is available solely for the pupils of Hose Church of England Primary School and is available for children from EYFS to Year 6.

Sessions will be available to book each day (Monday through to Friday) as follows:

- Before School Breakfast Session: 7:30am – 8:30am at £5 per child
- Super Short Session After School: 3:15pm – 4:15pm at £5 per child (no food)
- Short Session After School: 3:15pm – 5:00pm at £10 per child
- Full Session: 3:15pm – 6:00pm at £15 per child

Parents / carers are able to use a range of payment options to supplement the cost of childcare depending on personal circumstances and eligibility, such as Tax-free Childcare payments, tax-free voucher accounts and schemes via employer benefits, Childcare Grant Payment Service and Universal credit payments.

It is the parent/carers' responsibility to ensure their child is collected promptly at the end of their booked session.

If unavoidably delayed, parents must contact school and make alternative arrangements for collection.

If a child is not collected within 15 minutes of the end of their booked session, school will begin to contact the people listed on your child's file.

Late collection fees will be applied as follows:

- For children booked in for a short session if they are collected after 5:05pm the full session charge of £15 per child will apply.
- For children booked in for the full session a late collection fee will apply from 6:05pm of £10 per 15 minutes. If a child is not collected by 6:30pm then school will be required to contact Social Care or the Police for support.

Optional Extras

The Headteacher will decide when it is necessary to charge for optional activities.

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. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but 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
- 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 need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Damage to / Loss of School Property

Where school property has been wilfully 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.

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 Income Related Employment and Support Allowance
- Child Tax Credit (Families qualify if they receive Child Tax Credit and have an annual income below £16,190, provided they are *not* entitled to Working Tax Credit.)
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit.)
- Universal Credit - Household must have net earnings of less than £7,400 per year (after tax, not including benefits).
- Guaranteed Element of State Pension Credit.

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 and Chair of Governors 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, where the charge may be prohibitive, this will be at the discretion of the Headteacher and Governors.

Voluntary contributions

The school, school governing body, or Local Authority 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 sufficient voluntary funding, this will be made clear to the parents by the school. 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.

Inability or unwillingness to pay

Hose Church of England Primary School is committed to ensuring fair access and treatment of all students, 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. However, 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.