Halley Primary School

Including all learners, achieving their best

Charging Policy

Approved by:	Shoshannah Thompson
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OUR INTENT

OUR VALUES



OUR VISION

Our vision is underpinned by the principles of the UN Convention on the Rights of the Child (UNCRC). As a Gold Rights Respecting School, we are committed to promoting children's rights in all areas of school life - ensuring every pupil is listened to, valued, kept safe, and supported to reach their full potential. We believe that by embedding the language and values of rights, we nurture respectful, confident, and active citizens who contribute positively to their school and community.

Provide a safe, supportive, and stimulating environment that enables and encourages highest standards of achievement (**ambition**).

Broad, balanced and **creative** curriculum which makes the most of the learning opportunities offered by the richness and diversity of the **cultures** and environment on our doorstep.

Provide an **enriched practical** curriculum based on excellence and **enjoyment** which allows for **exploration**, **enquiry**, and opportunities to ask questions.

OUR AIMS

1. All of our children are to become **successful**, **independent** learners.
2. All of our children are to be equipped with skills and knowledge to meet their current and future needs and **creative** potential.
3. All of our children are to be **confident** individuals who can live safe and **healthy** lives.
4. All of our children are to **respect** and value each other's contributions irrespective of race, gender, religion or ability.
5. All of our children are to be **self-aware** and able to manage their own behaviour, understanding that it has an impact on others.
6. All of our children are to be active and motivated **citizens** within the wider school community.

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Charging Policy

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

3. Definitions

- **Charge**: a fee payable for specifically defined activities
- **Remission**: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The approval of the Changing policy has been delegated to the Headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. Monitoring the implementation of this policy has been delegated to the Finance, Premises and Resources Committee.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The School will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- 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 syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision

- Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions) 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than 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.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition. Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- visits to museums, galleries, or historic sites;
- sporting activities or educational visits which require transport expenses;
- visits to or by a theatre company;

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Out of School Hours Club

The school offers a number of clubs after school for pupils. Parents will be asked to pay a contribution towards clubs run by the school.

Breakfast Club

The school runs a Breakfast Club each morning from 7.45am to 8.45am. Currently we are not charging for Breakfast Club as it is being funded by an external organisation. This will be reviewed annually.

Snack Provision

Halley provides healthy snacks throughout the day for all pupils, we request parents pay a voluntary contribution of 50p per week for this.

Lost School Equipment, Books etc.

Parents may be requested to replace school equipment, books, etc. which have been lost or damaged by their child.

Breakage and Damages to School Property, Furniture and Buildings

Damage to school buildings or property by a pupil may be charged to parents by the school.

Nursery Provision – Additional Sessions

All children applying for Nursery are entitled to a part time place which is 15 hours per week for 38 weeks of the year.

An additional free 15 hours per week i.e. a full-time place, will be available for families where both parents are working (or the sole parent is working). When completing the admissions form on entering school, parents are to identify their eligibility to the school and provide the 30-hour free childcare code. To be eligible typically, each parent must earn at least the national minimum or living wage for 16 hours a week and less than £100,000. If a parents working circumstances changes then they need to inform the school office immediately.

Families who are not eligible for the additional free 15 hours code can still access full time places by paying a top up charge. This will be a minimum of £8.50 per hour. Some families may have family circumstance which may mean they require additional sessions in school for free. Parents are to make the Head Teacher aware of these circumstances and they will review their eligibility.

Ad-Hoc Charges

The school may charge an admin fee for the following:

- Passport Authorisation by Headteacher
- Request from Third Parties for information regarding school staff

For regular activities, the charges for each activity will be determined by the governing board and reviewed in January each year. Parents will be informed of the charges for the coming year in March each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Head Teacher and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be charged a reduced cost for board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stop qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

The School Finance and Governance Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by FG Manager annually. At every review, the policy will be approved by the Headteacher.