

Charging and Remissions Policy



Hillborough Infant and Nursery School

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This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.	

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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 and will not be made;
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 Body

The Governing Body has overall responsibility for approving the Charging and Remissions policy, but can delegate this to a Committee, an individual Governor or the Headteacher.

The Governing Board also has overall responsibility for monitoring the implementation of this policy.

- Responsibility for approving the Charging and Remissions policy has been delegated to the Resources and Finance Committee.
- Monitoring the implementation of this policy has been delegated to the Resources and Finance Committee.

4.2 Headteacher

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 Body 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;
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - Religious education.
- Supply teachers, covering for 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 section 6.2);
- Music and vocal tuition, in limited circumstances (see section 6.3);
- Certain early years provision;
- Community facilities e.g. extended day services (see section 6.2);
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

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 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 (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;
- 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, it is the policy of the School to ask for voluntary contributions towards the costs incurred for certain activities to enable these to take place. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Head Teacher will make this clear to parents at the outset. There is no obligation to make any contribution and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. It is the intention of the governing body to cover the costs of all visits from the collection of voluntary contributions (as opposed to making a charge). Families in financial need are asked to discuss their circumstances with the Headteacher at the earliest opportunity in order to explore ways to support them.

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

- School trips;
- Sports activities;
- Extra-curricular clubs;
- Specific school equipment.

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/trip, then it will be cancelled.

8. Activities we charge for

The school will charge for the following Extended School services:

8.1 Hillborough Care Club (HCC)

The breakfast and after school club provision caters for pupils of Hillborough Infant School and Hillborough Junior School. There is a one-off registration fee and the charges are as follows:

Before School Club	£4.00 per session
Breakfast food charge	£ 0.70 per child
After School Club	£ 4.00 (3.30 p.m. to 4.30 p.m.)
After School Club	£ 8.00 (3.30 p.m. to 5.30 p.m.)

Discounts are given for staff discounts, second and third siblings at the following rates:

2nd child discount	20 %
3rd child discount	25 %
Staff Discount	20 %
Care Club Staff Discount	100% (whilst working in HCC)

The following charges will also be applied:

Registration fee	£10.00 per child
Late collection charge (after 5.30 p.m.)	£5.00 per child (up to 15 minutes)
Late collection charge (after 5.30 p.m.)	£10.00 per child (up to 30 minutes)

8.2 Nursery Charges

All children are eligible for 15 hours of government-funded provision the term after their third birthday and some children whose parents meet the eligibility criteria will be able to seek up to an extra 15 hours of funded provision per week. They may take up this free provision the term after their child's third birthday.

Sessions are charged as follows:

Session	Time	Cost per session
Morning (minimum 3 hours)	08:50 to 11:50	£16.50
Lunch break	11:50 to 12:30	£3.65
Afternoon session (minimum 3 hours)	12:30 to 15:30	£16.50
Lunch (hot meal or packed lunch)		£1.90 per meal

Parents will be informed of the charges for the coming year in July each year.

9. Arrears

It is the policy of the School to seek full payment in advance for the cost of Extended School services and activities.

Costs are based upon attendance at all scheduled sessions, therefore parents will be expected to pay for sessions that their child does not attend. If, at the end of a half-term (six weeks) charges are outstanding, the School's Debt Recovery policy will be applied and further participation may be suspended.

10. Method of Payment

We aim to be a cashless a School and accept payment of Extended Services by the following:

- IRIS ParentPay;
- Childcare vouchers;
- Tax Free Childcare scheme;
- Student Financial Assistant.

11. 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 Governing Body and will depend on the activity in question.

11.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190;
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

In addition to this, every year, the Governing Body agree a proportion of the budget to support individual families in receipt of pupil premium and other relevant circumstances, at the Headteacher's discretion, which may be used to offset charges to support before and after school club and contribute to the cost of trips/ opportunities outside of the curriculum. Families who are not in receipt of the benefits above, but feel unable to pay due to financial constraints (e.g. families with more than one child participating in the same activity are asked to speak to the Headteacher in the first instance, and decisions will be made on a case by case basis.

The Governing Body recognises its responsibility to ensure that offering activities and educational visits does not place an unnecessary burden on family finances. Therefore, we aim to:

- Give as much notice as possible for upcoming trips.
- Offer a system for parents to pay in instalments for trips in excess of £30.00
- When an opportunity for a trip arises at short notice, it may be possible to arrange to pay by instalments beyond the date of the trip.

12. Monitoring arrangements

The Business and Resources Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business and Resources Manager annually.

At every review, the policy will be approved by the Resources and Finance Committee.