

# HORTON MILL SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction

This policy has been formulated in accordance with the Authority's guidance on: Charging for School Activities.

### Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

### Responsibilities

The Governing Body believe that all our children should have an equal opportunity to benefit from school activities and visits independent of the parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise financial barriers which may prevent some students taking full advantage of the opportunities.

### Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of religious education;
- tuition for children learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the child has been prepared for it at the school;
- examination re-sit(s) if the child is being prepared for the resit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 child 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 children on a residential trip;
- transporting registered children to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered children to other premises where the governing body or local education authority has arranged for children to be educated;
- transport that enables a child to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip.

## Charges

The Governing Body reserves the right to make a charge for:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours (“optional extras”) to meet the costs for:
  - travel
  - materials and equipment
  - non teaching staff costs
  - entrance fees
  - insurance costs
- personalised tuition (eg music, sport), delivered by an external provider and requested by a parent/carer
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by children
- extra-curricular activities and school clubs
- the purchase of products made by the children in the course of their learning, covering (but not exceeding) the cost of materials and equipment (eg cooking, CDs, DVDs)
- Certifying official documents

## Remissions

Charges for additional optional activities will apply equally to all children.

## Voluntary Contributions

Parents may be invited to make a voluntary contribution for the following:

- a) school visits
- b) activities in school not part of the National Curriculum

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge, and the following will be made clear to parents/carers

- the contribution is genuinely voluntary and a parent/carer is under no obligation to pay, and
- registered children at the school will not be treated differently according to whether or not their parents have made a contribution in response to the request

parents/Carers should be advised that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it will have to be cancelled.

Signed  Chair of Governors

Date 11/7/2019