



Hilltop First School and Foundation Stage

Charging and Remissions Policy

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Approved by	FGB
Approval date	18 March 2024
Review date	18 March 2025

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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 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 maintained schools 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. The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The 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

Our 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 senior leadership team 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. Parents experiencing financial challenges in paying outstanding school invoices are encouraged to speak to the headteacher or school finance team.

5. Where charges cannot be made

Below we set out **what the school 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
 - A 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 the school 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, the school 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/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

The school 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 Additional Nursery additional hours

All pupils are entitled to 15 hours of Nursery provision. Some working parents/carers may be eligible to claim a further 15 hours of free provision. Parents/carers not eligible for free 'top-up' hours may purchase three or more additional weekly sessions. Our full Nursery school day includes a morning session of 3 hours, an afternoon session of 3 hours and a lunchtime of 40 minutes. This is a weekly total of 33 hours 20 minutes.

Where a child attends Nursery beyond their free entitlement, parents/carers will be invoiced for additional sessions and/or lunchtime supervision. Additional costs are calculated weekly irrespective of pupil absence, bank holidays or INSET days. Invoices are issued termly and are payable at the start of each term. We reserve the right to withdraw extended Nursery provision if invoices are not paid within ten working days of being issued. Parents/carers experiencing financial challenges are encouraged to speak to the school.

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:

- Team Day trips
- Theatre Productions
- Visiting authors or guest speakers
- Creative fund to cover the cost of consumable creative resources e.g. DT project materials, play dough, corn flour gloop, shaving foam, clay, cooking ingredients
- Individual pupil recorders (which they make keep to practice at home)

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/Items this school charges for

The school will charge for the following activities:

- Breakfast Club (including the cost of staff supervision, food, toys, stationery)
- after-school clubs (including the cost of staff, equipment)
- Year 4 in school sleep-over (including resources for activities and all meals)
- Books purchased by pupils at the Bookfairs
- Replacement “responsibility” badges where the child has lost the first one which they were given.
- Replacement school water bottles where the first one which the child was given has been lost or damaged.

9. Other items which may be purchased through the school

The following items may be purchased online:

- School hats
- Indoor no-slip PE socks
- Hilltop bookbags

10. Damages, Breakages or Loss

The Governing Body reserves the right to make a charge for the cost of replacing damaged school equipment (i.e. a broken window) or a damaged or lost library book when this is the result of a child’s poor behaviour.

11. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6, 7 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question. In the case of pupils eligible for Free School Meals, parents/carers are asked to make a voluntary minimal contribution.

12. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Governors’ Finance Committee annually