

Highwoods Community Primary School



Charging & Remissions Policy

Document Detail	
Category:	Financial Management
Authorised By:	Trustees
Date Approved:	11 December 2023
Next Review Date:	June 2025

1.0 Purpose

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their 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 the financial barriers which may prevent some students taking full advantage of the opportunities.

Highwoods Community Primary School and its trustees are committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

KEY RESPONSIBILITIES

Trustees

- We will review annually the charges for supplies and services and will monitor whether actual income is in line with anticipated income on an annual basis.

Headteacher

- Will be responsible for drafting proposals for changes.

Finance Officer/School Business Manager

- Will provide effective financial administration enabling efficient budget management by the Headteacher.
- Will manage the letting of school premises.
- Will maintain accurate records and information of any charges or remissions made.

The Headteacher, staff and trustees will ensure that the following applies:

2.0 Activities Where No Charge Will Be Applied

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school

- entry for a prescribed public examination, including examination resit(s), if the student has been prepared for it at the school. If a student fails, without good reason, to meet any examination requirement for a syllabus, a charge will be made
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip

3.0 Activities Where Charges May Be Applied

a) Trips and visits

Costs may be charged to cover the full cost of non-residential trips and visits.

b) Residential trips and visits

Costs will be charged to cover the full cost of the trip, including board and lodging. However, if the trip is a compulsory part of the syllabus for a public examination, parents in receipt of certain benefits (see point 4 below) will be informed that full remission will be provided by the school.

When a trip is offered to more students than places available, parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of students, provided that the tuition is provided at the request of the pupil's parent

d) Enrichment Activities

Enrichment activities which may be charged for are regarded as 'optional extras'. These activities do not form part of the National Curriculum, or part of a syllabus for a prescribed public examination, or part of the school's basic curriculum for religious education. Charges will not exceed the actual cost of provision.

4.0 Families Qualifying For Remission or Help With Charges

To remove financial barriers from disadvantaged students, the trustees have agreed that some activities and visits where charges can legally be made will be offered at no charge or a subsidised charge at the discretion of the Headteacher. This remissions policy sets out the circumstances in which charges will be waived. Criteria for remission is based on those that qualify for the Pupil Premium and exceptional circumstances as deemed appropriate by the Headteacher.

5.0 Additional Considerations

The trustees recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- we have established a system for parents to pay in instalments
- 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
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against students from families on lower incomes. PPG children will automatically be allocated space on trips or clubs to avoid this.

6.0 Arrangements for Monitoring and Evaluation

The trustees will monitor the impact of this policy by reviewing on an annual basis the PPG expenditure report. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.

7.0 Damage to School Property

Parents and Community Groups are asked to contribute towards replacing damaged or lost school property caused wilfully or negligently by their children or users.

8.0 Letting of Premises

The annual charges are reviewed annually by the Trustees. The conditions of hiring and booking are laid down in the contract.