



# CHARGING AND REMISSIONS POLICY – November 2022 - 2024

## 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 contributions will be requested from parents.

## Responsibilities

The Governing Body of Howley Grange Primary School is responsible for determining the content of the policy and the Headteacher for implementation.

## Prohibition of Charges

The Governing Body of Howley Grange Primary School recognises 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 pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- 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 religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip.

## Publication of Information

A summary informing parents of this policy will be included in the School Parents Handbook. The full policy will be available at the school office for any parent and will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

## **Charges**

At Howley Grange we do not wish to penalise any child due to financial hardship of the family. The only charges that will be made are in relation to Out of School Hours activities and clubs run by outside organisations / tutors. Our Business Manager ensures session costs are relevant and affordable.

## **Remissions**

This school only asks for contributions towards the costs of a residential visit. There is no charge determined for board and lodging.

## **Voluntary Contributions**

Parents are invited to make a contribution towards the following costs:

- a) board and lodging, activities, transport costs and associated costs incurred on the Y6 residential visit.
- b) the proportionate costs for an individual child of activities occurring within school hours. This contribution might cover/ partially cover the cost of travel, materials and equipment and entrance fees.
- c) Swimming provision for Y3 transport costs.
- d) one off extra curricular activities / after school activities
- e) breakages and replacements as a result of damages caused wilfully or negligently by pupils

The terms of any request made to parents will specify that the request is for a contribution. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- c) that if there are insufficient contributions to make an activity financially viable, the activity will not go ahead

The responsibility for determining the level of contribution is delegated to the Headteacher. Planned activities which provide additional enrichment or enhancement of the curriculum may be cancelled if the total level of contribution is such that the school enrichment budget cannot afford to meet the other costs that would be incurred. Activities that are essential as part of the National Curriculum will take place regardless of the level of contribution received from parents and carers.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary

Date of review September 2022

Date of next review September 2024