

Haggerston School

Aspiration Creativity Character

Charging and Remissions Policy

Approved by		Date:	
Operating Committee		5 th November 2018	
Monitoring Date:	Monitored by:	Full Review Due:	Review By:
November 2019	Governing Body – Operating Committee	November 2019	School Business Leader

Aims:	<p>This policy has been formulated in accordance with advice from the Department for Education (Charging for School Activities, May 2018) and guidance from Hackney Learning Trust.</p> <p>The aim of this policy is to set out what charges will be levied for activities, what remissions (reduced charges) will be applied and the circumstances under which voluntary contributions will be requested from parents.</p>
Targets/ Outcomes:	<p>We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.</p>
Definitions	<p>FSM = Free School Meals</p>
Roles and Responsibilities:	
Governors and Headteacher will:	<p>The Governing Body is responsible for determining the content of the policy and the Headteacher for its implementation. Determinations with respect to individual parents will be considered initially by the Headteacher but may be referred to the Governing Body.</p>

APPENDIX 1: PROHIBITION OF CHARGES/ CHARGES/ REMISSIONS/ VOLUNTARY CONTRIBUTIONS

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- admissions
- meals provided to students entitled to Free School Meals (FSM) and staff who do lunch duty
- 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, 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;
- 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;
- 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 pupil 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 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Charges

The Governing Body reserves the right to levy charges for the following.

- Food during lunch time. We will charge all pupils not entitled to Free School Meals (FSM) and all staff not on lunch duty an amount determined by the school and the Caterer, as appropriate. Currently the amount is £2.20 for the meal deal. The price lists for individual items are available at the selling points around the school. Staff, students and their parents can pay online via Tucasi or via the cash loaders located in the school.
- Food during break time. We will charge all pupils and all staff an amount determined by the school and the Caterer, as appropriate for all the items offered. The price lists are available at the selling points around the school. Prices for staff are VATable.
- 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 associated costs
 - materials and equipment
 - non-teaching staff costs
 - entrance fees/activity fees
 - insurance costs

- Individual tuition in the playing of a musical instrument.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Costs of non-prescribed examinations where no further preparation has been provided by the school.
- 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 pupils, whether the property belongs to the school or to a third party and the school has been charged.
- Extra-curricular activities and school clubs.

Charges will never exceed actual costs.

Remissions

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

Voluntary Contributions

At the discretion of the Headteacher, parents will be invited to make a voluntary contribution for school trips, activities and projects. Voluntary contributions may be used to enhance and support learning activities or resources, support some educational visits and cover travel costs. Voluntary funds will only be used in support of the activity or project for which they were sought.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- The contribution is genuinely voluntary and a parent is under no obligation to pay.
- Students registered at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is retained by the Headteacher.