



Charging and Remissions Policy

This policy has been agreed by the governing body and the Headteacher as part of the Finance Policy.

School Aims

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within a safe, caring and happy environment;
- Continually encourage achievement in all aspects of school life;
- Motivate all children with a broad and challenging curriculum;
- Treat everyone with honesty and respect;
- Ensure opportunities for all.

Purpose

The purpose of this policy is to bring together many of the different financial policies into a single document. This provides stakeholders with a clear, comprehensive view of how the finance are managed at Shepherd Primary School.

Monitoring and Review

This policy is monitored by the governing body and will be reviewed every year in line with the Schools Financial Value Standard or earlier if necessary.

This policy has been informed by [Charging for school activities- Departmental advice for governing bodies, school leaders, school staff and local authorities](#) (October 2014)

Introduction

In accordance with the Education Act 1996 the school does not charge for any materials or activities undertaken as part of the National Curriculum. However, the school is permitted to make a charge for some areas of activity and for some materials allowing the school to provide a wider scope of experience and learning. This policy sets out how Shepherd Primary School charges for these activities and materials and in what circumstances remissions are permitted.

School governing bodies and local authorities cannot charge for:

- 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 the school's basic curriculum for 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

The following is a **list of optional extras** organised by the school, which **require voluntary contributions** from parents. This list is not exhaustive:

- 1) education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- 2) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- 3) transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- 4) board and lodging for a pupil on a residential visit;
- 5) extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Day Trips

When organising trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. The formula to calculate the cost is:

$$\frac{\text{trip cost} + \text{travel cost (ex VAT)}}{\text{Children attending trip}} = \text{voluntary contribution}$$

The voluntary contribution will be rounded up to the nearest 50p.

The school is clear from the outset if an activity cannot be funded without the voluntary contribution, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. The school does not treat these children differently from any others.

If a parent wishes their child to take part in a curricular school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Parents have a right to know how each trip is funded. The school provides this information on request.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and request a contribution towards travel expenses.

Music tuition

[The Charges for Music Tuition \(England\) Regulations 2007](#) set out the circumstances in which charges can be made for tuition in playing a musical instrument including vocal tuition.

All children study music as part of the normal school curriculum. This is not charged for.

There is a charge however for individual or group music tuition provided at the request of the parent. Charges may not exceed the cost of the provision. Parents are given information about available additional music tuition at the start of each academic year.

At Shepherd Primary school music tuition is provided by the Rock and Pop Foundation who charge the parents directly.

If a music teacher is absent, every endeavour will be made for the teacher to provide a session on a different day. No refunds are made for a child's absence. Parents are required to provide notice of half a term if music lessons are to be terminated. This is made clear at the outset.

No charge may be made in respect of a pupil who is looked after by the a local authority (section 22 of the Children Act 1989).

Swimming

The school organises swimming lessons for children. These lessons take place in school time and are part of the National Curriculum. We ask for a contribution towards this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

OHSL (Out of Hours School Learning)

The school offers additional opportunities for pupils in Key stage 1 and Key stage 2 to engage in a full range of extra-curricular activities after school or during lunchtime.

The school commissions outside providers with specialist knowledge to run some of the clubs, broadening and enriching the children's experience. Due to the range of clubs available and the number of children who attend, the school encounters high costs for the running of this extracurricular provision. In order for all children to access all clubs, the school charges a flat rate cost of £20 per term regardless of how many clubs a child participates in. This assists with some of the costs incurred. Clubs run for a minimum of 10 weeks a term.

The main aim of the school is to involve as many children as possible in OHSL at as little cost as possible to engender in children a love of learning.

Cycle Training

The school offers Cycling Proficiency Training to children in years 5 and 6. Cycling proficiency is a non-curricular provision and costs incurred by the school will be charged to parents/carers.

Familiarisation

The school offers year six children 'Familiarisation' sessions to help them through the aptitude tests which are part of the admission process for some of the local secondary schools. This is non-curricular provision and the school charges for this service.

Equipment

The school provides materials for a range of activities including D&T and Food Technology particularly artefacts produced in OHSL opportunities. Parents/carers may be charged for the cost of ingredients and materials needed for these subjects if parents/carers wish to own the finished product.

Non-curricular activities

Parents will be charged for non-curricular school trips and activities.

Class Readers and Library Books

Parents will be charged for lost/ damaged books. Class readers will be charged at £4 per book, Library book charges will be dependent on the value of the lost book.

Returned Cheques

The school may make a reasonable charge for cheques returned from the bank because of insufficient funds. Parents are encouraged to discuss any difficulties making payment with the headteacher prior to making a payment if it is likely a cheque will be returned.

Debt Recovery

The school will use the Debt Recovery policy to recover debts for all chargeable activities if payment is not received without prior agreement from the Headteacher.

Remissions

The school makes every effort to accommodate parents on low income by accepting payments in instalments wherever appropriate. Subsidised rates for those on a low income are considered where deemed appropriate.

The Headteacher will consider sympathetically cases of genuine need and will endeavour to remit charges, where necessary, from the school budget. Any discussion with parents/carers will be confidential.

Hertfordshire's County Council's remission policy states that parents in receipt of certain benefits are entitled to have the fees waived for the cost of board and lodgings on residential trips, individual music tuition and/or cycle training fees. More details are available at www.hertsdirect.org.

Pupil Premium

In addition to Hertfordshire County Council remissions, the school provides additional financial help to pupils who are or have been in receipt of Free School meals in the last 6 years(Ever6) ([see Charging Policy -Appendix i](#)).

The school may subsidise individual children or classes in other ways during the school year.

Refunds

In the event that a trip or event is cancelled, families will have the payment made towards that trip or event refunded. If a child is unable to attend a trip owing to sickness, refunds will be made on request. The school is unable to refund deposits for residential trips.

Contributing to School Funds

Parents who would like to contribute to school funds can contact the school office. All donations are gratefully accepted. Parents are also encouraged to contact the chair of the school's PTA, which is responsible for raising additional funds for the school.