



## No 11. Charges & Remission Policy

### Hayes School Charges and Remission Policy

#### Definition

The School day is defined as from 8.45am until 3.15pm.

#### Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

#### Policy Statement

During the School day, all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and to the activity. It excludes charges made for teaching an individual or groups of up to four pupils to play a musical instrument. Unless teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

This paper reflects the decision of the Governors of this school. In general, education is provided free of charge but as permitted by the Education Reform Act 1996 the Governors' policy provides for charges in the following areas:

1. For materials used in school where the parent indicates in advance, that he or the pupil wishes to own the finished article incorporating those materials: The Headteacher will set a charge equal to the cost of materials in such cases, or make a charge 'in kind' by requiring parents to provide raw materials. Where a cash charge is made the income generated will be used by the school for the purchase of the raw materials in question or to offset the expense previously incurred in their purchase.
2. For board and lodging on a residential trip. The school is required to recover but not exceed the actual cost of the board and lodging in question. Children who are in receipt Free School Meals are exempt, at the Governors' discretion, from paying the cost of board and lodging.
3. For education provided outside hours as an optional extra. There should be prior agreement of parents. The charge will be determined on the basis of the cost of the individual (rather than shared where any remission applies). As appropriate the cost will include an element for travel, board and lodging, materials and other equipment, non-teaching staff costs and teaching staff costs, entry fees and insurance costs. Refunds on school trips attended are not generally available, but in exceptional circumstances the Headteacher can use his own discretion.
4. The Senior Leadership Team reserves the right to ask parents to pay for the cost of replacing broken windows or defaced, damaged, lost school books or other items where this is the result of the pupil's inappropriate behaviour. In the event of any complaint, the Complaints Procedure would be followed.

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### **School Activities, Journeys or Visits (Educational during school hours)**

The Governors fully support the school's policy of providing children with relevant first-hand experiences through such activities as local visits, thus maximising the learning opportunities provided by local resources and also through other educational ventures such as visits to the school by theatre groups etc. The Governors consider that activities of this type very much support the work with which your child is involved in the school. To enable such activities to go ahead parents will be invited to make a contribution towards the cost. Children will not be treated differently according to whether or not their parents have made a contribution. However, such activities can only take place if there are sufficient contributions. If sufficient contributions are not received then the trip will be cancelled. The Senior Leadership Team will, in certain situations, take a sympathetic view towards families suffering hardship who are not covered by the 'Remission' policy as stated above. Each situation will be judged on merit and will be treated in the strictest confidence.

### **Optional activities outside school the school day**

We will charge for optional, extra activities provided outside of the school day, for example; Breakfast and after school Clubs and theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Other activities such as sports clubs run by school staff will only make a charge if extra resources or equipment are bought in from outside. Agencies from outside will continue to charge for their activity.

### **Calculating Charges**

Any charge made, whether during or outside of the school day, in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils expected to participate. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardships will come through voluntary contributions and fundraising. Parents who qualify for support are those who are in receipt of eligible benefits. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to parents (therefore being non profit-making).

### **Payments using Scopay**

The school uses Scopay for parents to book and pay for all trips, dinners, clubs and nursery payments. Parents who are in receipt of childcare vouchers, or who have arranged a payment plan with the school, will be able to order and book in arrears. All other parents will not be able to book unless their account has sufficient funds in it, without the prior approval of the Business Manager or the Headteacher. Existing debts will be chased and any requests for debts to be decreased by the school will be considered on an individual basis by the Business Manager and/or Headteacher.

### **Queries**

If you have a query about a charge, members of the office staff are available between 8.30am and 4.10pm to answer queries.