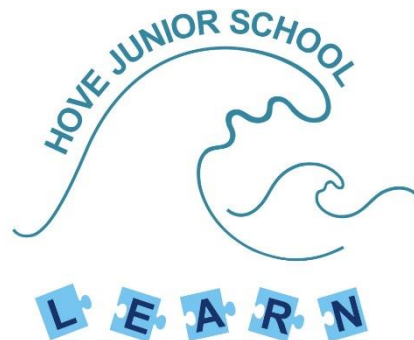


**WEST HOVE  
INFANT SCHOOL**  
.....  
**A family of friends**



# **Hove Learning Federation Charging and Remissions Policy**

**Statutory Policy**  
**Amended: Autumn 2022**  
**Adopted by Leadership & Management Committee on behalf of the Governing body: Autumn 2022**  
**To be reviewed: Autumn 2023**

## **Policy on Charges for School Activities**

The Education Reform Act 1988 contains 'Charging Clauses' which require every Local Authority and school Governing Body to have a stated policy on charging, remission and voluntary contributions. In response to the Act, the Governing Body agreed this school's policy as follows:

### **Introduction**

At West Hove Infant School and Hove Junior School, we try to give the children exciting learning opportunities to enable them to have high self-esteem and to equip them with the knowledge and attitudes which they need to become responsible and achieving adults.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, but there will also be other activities and trips, which can only take place with financial support from the parents/carers.

The aim of the charging policy is to:

- To extend the range of educational activities available to children.
- To ask parents/carers to pay, on a voluntary basis, for activities which would otherwise not be available.
- To make suitable arrangements to spread any payments over a period to help families on low incomes.
- To use part of our pupil premium funding to subsidise school trips and activities for children in receipt in pupil premium.

### **1. Admissions**

There is no charge for admission applications.

### **2. Activities that take place during school hours (this does not include the break in the middle of the school day)**

There is no charge for activities during school hours with the exception of music tuition. There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras
- music or vocal tuition

### **3. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the national curriculum

- part of the syllabus for a public exam that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### **Optional extras**

The school will charge for optional extras. Optional extras are:

- 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
  - c) part of religious education
- exam entry fee(s) if the registered pupil has not been prepared for the exam(s) at the school
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- extended day services for pupils (breakfast clubs, after school clubs etc)

### **The cost of optional extras**

*The Headteacher and Governing Body will decide when it is necessary to charge for optional activities and the charges will be set annually on the recommendation of the Leadership & Management Committee.*

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra
- the costs of buildings and accommodation

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

#### **4. Activities that take place partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a specific basis for determining whether it is deemed to take place either inside or outside school hours. If 50% or more of the time spent on the activity occurs during school hours, the activity is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

#### **5. Residential activities (Junior school only)**

**Our school will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit 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 visit

**Our school will charge for:**

##### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost.

##### **Travel**

Travel charges may apply for residential activities. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### **6. Music tuition within school hours**

We follow government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Charges will not exceed the cost of the provision, including the cost of staff providing the tuition.

We will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. *This includes instruments, music books and exam fees.*

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **7. Extended services**

We are dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services
- ways of increasing pupil engagement, eg homework club
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

## **8. Examinations**

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee that has been incurred.

## **9. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a pupil the school may charge those responsible for some or all of the cost of repair or replacement such as:

- Broken windows
- Defaced/damaged or lost books
- IT hardware equipment (chromebooks, Ipads)
- Any item damaged as a result of unsatisfactory pupil behaviour.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

## **10. Remissions and concessions**

It is recognised that financial pressures for families are enormous and every opportunity to support any family in financial difficulties is given by the Headteacher and staff.

The children benefit a great deal from the extra activities but repeated requests for money are avoided as much as possible.

The Governors therefore recognise that help should be available for families on low income, the criteria for this being eligibility for:

### **Income Support**

- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance (Children of families who receive these payments are also entitled to free school meals.)

Any parents/carers who want financial assistance with trips can write to the Headteacher explaining their circumstances.

For those families that fall outside of these criteria, yet may still find it difficult to contribute towards the cost of trips etc., every effort will be made to assist them by spreading these costs over the year to enable monthly payments to ease the burden.

## **11. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

West Hove Infants and Hove Junior School are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

**This policy will be reviewed annually.**