

HORNINGSHAM PRIMARY SCHOOL

Charging and Remissions Policy



Together We Learn

OUR MISSION STATEMENT

We are a successful, community school with a strong family feel. We nurture and inspire everyone in our community to be the best they can. With strong traditional values and high expectations, we ignite a passion for life-long learning and enable our children to be confident, aspirational and creative learners.

CHARGING AND REMISSIONS POLICY

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. This policy is based on advice from the DfE on charging for school activities and the Education Act 1996, sections 449-462, which set out the law on charging for school activities in maintained schools in England.

Definitions

The school day: from the morning starting time (8.40am) to the afternoon closing time (3.15pm), as they may be from time to time defined. The midday break does not form part of the school day.

Remission: the cancellation of a charge which would normally be payable.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the charging and remissions policy. The Governors will review and approve the policy not less than every two years.

Policy statement

During the school day, all activities that are a necessary part of the National Curriculum plus religious education (RE) will be provided free of charge. The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument are excluded. Unless the 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If as a result of parents' being unable or unwilling to contribute to costs the budget for that activity, then that activity will be curtailed as soon as the budget is exhausted. In such a case, all parents will be informed as to the reasons for the curtailment.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. We may ask for voluntary contributions to help towards the cost of this but again, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We will charge for activities known as 'optional activities' provided outside of the school day, for example, football club, theatre visit. Such activities are not part of the National Curriculum, religious education nor are they part of an examination syllabus.

School Visits

There are no funds available within the school to provide for school visits taking place, wholly or mainly in school hours. Parents will be asked for a voluntary contribution to cover the cost of such visits. The price indicated will only be sufficient to cover the actual costs incurred. If insufficient voluntary contributions are made, the visit may be cancelled. Parents of children who receive free school meals are offered the option to make a reduced payment. All parents are offered the option of paying in instalments over a period to suit them.

Calculating Charges

When calculating the costs of optional activities and school visits, an amount may be included in relation to the following: Any materials, books, instruments or equipment provided in connection with the optional cost. The cost of buildings and accommodation, 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 activity). The cost, or an appropriate portion of the costs, for teaching staff employed to provide tuition in providing the optional extra activity, divided equally by the number of pupils participating.

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

The school's nominated peripatetic teacher(s) can charge for vocal or instrumental tuition provided wither individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. The peripatetic teacher liaises directly with parents and charges are agreed in advance between parents and the peripatetic teacher(s). Horningsham School does not take payment for any music lessons which have been arranged by parents. In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Damage caused by pupils

The headteacher may charge parents for damage to school property wilfully caused by a pupil or pupils.

Policy agreed:	April 2025
Policy published:	April 2025
Next review:	April 2027