



Hotham Primary School

Charging and Remissions Policy

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Ownership and Consultation	
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Consultation (role)	School Business Manager; Staff Team; Full Governing Board
Approval	Full Governing Board

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Related documentation/resources	School website; Lettings Policy; Nursery Contract Form; Educational Visits Policy
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Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, trips and workshops where a voluntary contribution is requested.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the school is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Publication of information

The policy is published online in full on the school website. Paper copies are available on request from the school office.

Charges

Nursery Top Up

We currently offer 'Top up Nursery' places at a cost of £95 per week. This is payable at the start of each half term, and does not include school meals which are charged separately. See the Nursery Contract Form for further terms and conditions.

Residential Trips

If the school organises a residential trip in school time or mainly 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 the board and lodging. If parents are experiencing financial difficulties, or their children are entitled to free school meals, they are invited to write to the Headteacher to apply for a grant to reduce the cost of the trip. Grants will only be awarded once per child during their time at Hotham. Any requests for assistance are treated with absolute confidence. Please also see 'Remissions' section below. Children with debt on their school meal or clubs accounts, may not be allowed to go on our residential school trips. This will be at the discretion of the Head Teacher.

All deposits for residential trips are non-refundable. If a child pulls out of attending a residential school trip, and we are able to fill the place from a waiting list, we will refund instalment payments made. Wherever possible refunds will be done via a transfer to a meal or after school clubs account. If we are not able to fill the place, or it is too late to change the passenger names, no refund is possible.

If a child moves schools before date of the school trip, parents will not be automatically entitled to a refund of instalment payments or deposit unless the child's place can be filled.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. However we may ask for a minimal voluntary contribution towards equipment (e.g. £1 for a clarinet reed). A charge is levied for optional individual and small group 'private' music tuition. Costs of these additional music lessons are agreed in consultation with the Headteacher and Chair of the Governing Body. Optional music lessons (such as individual/group piano, violin etc) will be charged on a term by term basis.

School Dinners

Children from Reception to Year 6 are all entitled to Universal Free School Meals under the government/Mayor of London initiatives. Parents do not have to pay for the meals and it is an ideal opportunity to take advantage of a tasty hot meal at school. Pupils in nursery are not covered under the initiative and are charged for the school dinners, unless entitled to Free school Meals (please refer to section Remissions).

The cost for a school meal is £2.70 per day. We encourage parents and carers to pay per half term or termly and all school dinners are payable in advance. Wherever possible we encourage parents to choose either packed lunches or school meals for the entire half term. We are not able to serve a school meal to children whose school meal accounts are in debt, and may ask parents in this situation to provide a packed lunch from home.

Payments can be made online using Schoolcomms. The school office does not accept cash or cheques.

Curriculum activities outside school hours

No charge is made for activities that are outside of school hours that are part of the school curriculum.

However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Entrance fees
- Insurance costs

Damage/loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Extra curricular and school clubs

Before and after school clubs and activities are chargeable. This includes extra-curricular clubs and wraparound provision. Bookings are made in a block (usually one half-term) and once booked this charge is non-refundable as this is taken as a commitment. The exception to this is errors which can be rectified within 24hrs of booking via the school office. We do not allow 'ad hoc' booking of extra-curricular activities and school clubs. The school may allocate a proportion of free places at before and after school clubs for disadvantaged pupils. This is at the discretion of the Headteacher.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Planning & Resources Committee and form part of our separate Lettings Policy.

Other charges

The Headteacher, Planning & Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, (e.g. photocopying).

Passport, residency letters and ID countersignatory requests are chargeable at £10 per application and may take up to two weeks to complete. In order to sign applications such as passport applications, the person signing will need to have known the child/adult for at least 2 years.

References for another educational establishment are chargeable at £30 per reference.

Terms and Conditions

Charges levied by Hotham School must be paid as per the agreed Terms and Conditions for each transaction.

Please refer to the Lettings Policy, Conditions of Hire & Premises Policy and further information including that sent to parents for each school residential visit and about after school clubs and their arrangements.

Further information relating to the terms and conditions for the various chargeable activities and commodities at Hotham School can be obtained from the School Business Manager.

Remissions

Free School Meals

If a pupil is in receipt of free school meals an application can be made to the Governing Body for a grant towards the cost of the trip, this grant can only apply to charges in respect of activities and travel costs that take place during the school day.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- An income related employment and support allowance
- Child Tax Credit – parents/carers in receipt of Child Tax Credit with a combined annual taxable income in excess of £16,190 are not eligible for free school meals
- Support under Part VI of the Immigration and Asylum Act 1999
- Pension Tax Credit – parents/carers in receipt of Pension Tax Credit with a combined annual taxable income in excess of £16,190 are not eligible for free school meals
- Guarantee element of State Pension Credit.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents (this list is not exhaustive):

- visits to museums;
- sporting activities which require transport expenses;

- outdoor adventure activities;
- visits to the theatre;
- musical events.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity.