Educating For 'Life In All Its Fullness'

Harewood C of E Primary School

Charging and Remissions Policy

Date:	**June 2026**
Review Date:	**June 2027**
Headteacher:	**A. Ratcliffe**
Chair of Governors:	**J. Jayne**

School Ethos and Values

Educating For 'life In All Its Fullness'

(John 10:10)

As a school, we work together to support and guide each other to develop a strong sense of our Emotional, Spiritual and Cultural selves through our Christian values:

By embedding these core values, we prepare our whole school community for a full life as active citizens of our world.

Safeguarding

The Governing Body and staff of Harewood C of E Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Equal Opportunities

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils. Our inclusive curriculum will foster good relations between pupils, tackle all types of prejudice, including racism and homophobia, and promote understanding, tolerance and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010.

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 are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

What charges cannot be made for ……

The Governing Body of the School recognise that legislation prohibits charges for the following;

- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

What charges may be made for ……

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for;
    - Travel
    - Materials and equipment
    - Non-teaching staff costs
    - Supply teachers engaged purely for optional extras
    - Entrance fees
    - Insurance costs

- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

Remission

Children whose parents are currently in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit
- Guarantee element of State Pension Credit
- An income related employment and support allowance

It is the responsibility of the parents/carers to notify the headteacher of their circumstances and to ask for assistance prior to the event taking place.

Where a child is funded with Pupil Premium payments, parents can apply for a 30% reduction in any charges for residential activities. Parents should speak to school in confidence if they feel they need to take this opportunity. (This applies where a child is not eligible for remission under the criteria above).

School will endeavour to support any struggling family, who requests assistance with contributions or fees, on a case by case basis.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

a) School activities which are off site where the school is charged for transport or other activity fees. (Not Residentials)

b) Activities within school which enhance the curriculum beyond that required by the National Curriculum. (For example workshops, performers, specialist visitors)

c) Extra curricular activities within the school day.

d) Swimming Lessons

*Peripatetic Music tuition is offered by the school at cost to parents.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. It is important to note that if the amount of money raised through voluntary contributions in insufficient, this could result in an event being cancelled.

Voluntary contributions will be used to;

- Contribute to the cost of the activity or special event.
- Enable activities to take place which school could not fund entirely from the school budget.
- Enhance the curriculum offering beyond what is required from the National Curriculum.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.