

Hadrian Primary School

Charging Policy



Date: September 2024

Review: September 2025

Staff responsible:

Mr Brown Head Teacher

Mr B Blake School Governor

Hadrian Primary School

CHARGING AND REMISSIONS POLICY

Introduction

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.

The policy has been informed by the DfES guidance and complements the school's Charging Policy & Lettings Policy.

Definition

The school day is defined as: 8:55 am – 3:30pm. The midday break does not form part of the school day.

Responsibilities

The Head teacher 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 plus religious education** will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. 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 in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities].

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example guitar club, karate club or other after school sports clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where possible however, if funding is available, school will provide some clubs free of charge, e.g. Friday club.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told of the cost involved.

Residential

Charges will be made for board and lodging. For pupils whose parents are in receipt of eligible benefits a discounted costing will be charged. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Transport

Travel to curriculum enrichment activities will be part funded by school, with a contribution requested from parents. Where funding is available, it will be used to cover all or some of transport costs. Should the activity be a necessary part of the National Curriculum plus religious education, transport will be provided free of charge.

Calculating charges

When charges are made for any activity, whether during or outside of 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 can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and School fund.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

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.

Eligible benefits

Parents who are in receipt of the following benefits will, **in addition to having a free school lunch entitlement**, also be entitled to the remission of charges:

- Income support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575.