



Charging and Remissions Policy

1. Title Page

Revision	Revision Date	Description
1A	20 th September 2023	First Issue
1B	5 th June 2024	Re-numbered

Prepared.	E Wright – Governance Professional	20/09/23
Reviewed.	Board of Governors	06/03/24
Authorised and issued.	C Grattan – Head Teacher	06/03/24
Date for next review.	Three years from issue date or before if required.	



Charging and Remissions Policy

2. Contents

1. Title Page.....	1
2. Contents.....	2
3. Purpose	3
4. Definitions	4
5. School Charging	5
6. Benefits.....	10



Charging and Remissions Policy

3. Purpose

The purpose of this Policy is to set out the activities relating to charging and remission for school activities and school visits at Higham Primary School.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

Higham Primary School, subject to the limited exceptions referred to in this Policy, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Higham Primary School will inform parents of Pupil Premium children of the additional support that we may be able to offer towards the cost of school visits. Higham Primary School also provide awareness of how parents on low incomes and in receipt of the benefits listed on page 9 of this document can register for Ever 6 Free School Meals (Pupil Premium).



Charging and Remissions Policy

4. Definitions

HPS	Higham Primary School.
C&S	Curriculum and Standards – A committee formed of Governors and staff where all matters relating to curriculum and standards are reviewed.
DofE	Department of Education.
Governance Professional	A person responsible for management of Governor meetings and document control.
KCC	Kent County Council.
SLT	Senior Leadership Team
TA	Teaching Assistant
Resources	A committee formed of Governors and staff where all matters relating to school resourcing is reviewed.
SharePoint	The Electronic repository for all Policies, Procedures, reference documents and meeting records to be stored and accessed by staff and governors at Higham Primary School.
Website	The external website of Higham Primary School for communication of external policies, procedures and other relevant information.



Charging and Remissions Policy

5. School Charging

5.1 Education

HPS **will not** charge for:-

- an admission application
- 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 a pupil is being prepared for at the school, or part of religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent (see Music Tuition).
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

HPS **is able to** charge for:-

- any materials, books, instruments, or equipment, where a parent wishes their child to own them
- music and vocal tuition, in limited circumstances (see Music Tuition)
- certain early years provision
- community facilities
- optional extras (see separate list in this document)

5.2 Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

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
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school



Charging and Remissions Policy

Page 6 of 10

Date - 20/09/2023

- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school club, tea and supervised homework sessions)
- Cooking ingredients for Food Technology where children bring home the finished product
- Music clubs outside of school hours to include and which are not limited to choir and recorder clubs which do not form part of the national curriculum and by agreement/enrolment of parents.
- Cycling Proficiency and/or Bikeability lessons

In 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
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parents choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

5.3 Voluntary Contributions

Nothing in legislation prevents a school, governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body or Headteacher will make this clear to parents at the outset.

The governing body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because their parents are unwilling or unable to pay.



Charging and Remissions Policy

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

HPS will make it clear to parents at the outset how the allocation places on school visits will be made.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

5.4 Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Transport

HPS **will not** charge for:-

- 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 authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- transport provided in connection with an educational visit



Charging and Remissions Policy

5.5 Residential Visits

HPS **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

HPS **is able to** charge for:-

- board and lodging and the charge will not exceed the actual cost.
- Activities that take place on the residential visit as these are outside of the national curriculum and subjects taught within the school day.

When the school inform parents about a forthcoming Residential Visit, it will be made clear that parents/carers of Pupil Premium children, will be advised of how the school can help towards the cost of the trip. The list of benefits to which this relates can be found on page 10.

5.6 Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

However, a charge will only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it 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.

5.7 Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it 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



Charging and Remissions Policy

leave school an hour before the school day ends, but the activity does not end until late in the evening.

5.8 Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.



Charging and Remissions Policy

6. Benefits

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of primary schooling