

# Hinckley Parks Primary School



## CHARGING & REMISSIONS POLICY

Date Ratified: May 2020  
Review Cycle: 2 yearly  
Review Date: September 2022

**Opportunities | Wisdom | Legacy**

Our school vision is based on our school motto, 'Opportunities, Wisdom, Legacy.' At Hinckley Parks Primary School, we strive to provide an inspiring and exciting wider curriculum together with a stimulating learning environment which will allow children the opportunity to enjoy a wide range of experiences which will develop the whole child and prepare them for the next stage of their lives. We recognise that education is a life long journey and ensure that we support children and teachers at all times to ensure that we provide the highest standard of teaching and learning possible for all children. Through our school values, we help each child develop knowledge and understanding as well as having a positive attitude towards themselves and others to enable them to enjoy a successful life in school and to allow them to make a positive contribution to society in the future. We celebrate success and achievement for every child and pride ourselves on developing a culture where children and adults look back fondly on their time spent at Hinckley Parks Primary School.

Leader: David Harding  
Governor Link: Rae Cresswell  
Signed by Headteacher:  
Signed by Chair of Governors:





## INTRODUCTION

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## 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 the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered by the Head teacher in consultation with the School Business Manager.

## PUBLICATION OF INFORMATION

This policy will be published on the school website.



## CHARGING AND REMISSIONS

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### Charges:

#### 1. Residential Trips

If the school organises a residential visit 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 board and lodging. If parents are experiencing financial difficulties they are invited to contact the Head Teacher in confidence (*see also the section on Remissions*).

#### 2. Music tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. Pupil Premium funding can be used for such tuition – parents are invited to contact the Head Teacher.

#### 3. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the curriculum. However, we may ask for a contribution towards the costs for the following: • Travel • Materials and equipment • Non teaching staff costs • Entrance fees • Insurance costs

#### 4. 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 Head Teacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

#### 5. Extra Curricular and School Clubs

Clubs and activities provided by third parties will be chargeable. Children for whom the school receives Pupil Premium funding may be offered such activities at a reduced rate.

#### 6. Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the National Curriculum (*see DfE - Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities - October 2014.*) We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

#### 7. Other charges

The Head teacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

### REMISSIONS



## CHARGING AND REMISSIONS

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If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging may be remitted in full upon written request.

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

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Employment and Support Allowance Income Based
- Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,190. *Families who also receive an award of Working Tax Credit do not qualify to claim for FSM.*
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive FSM

### VOLUNTARY CONTRIBUTIONS

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make a contribution to cover 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. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child.

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 are invited to contact the Head Teacher to discuss each case. 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 (outside of school hours);
- outdoor adventure activities;
- visits to the theatre;
- musical events;
- theatre companies visiting school;
- workshops delivered by visiting companies;