



Federation of Stewart Headlam and Hague Primary Schools'

Charging and Remission Policy

October 2022

<p>Approved by: Chair of Finance</p> <p>Chair of Governors</p>	<p>Finance and Resources Committee</p> <p><i>Michael Colan</i></p> <p><i>P-A Hardner</i></p> <p>Main Governors</p>	<p>Date: 13th October 2022</p> <p>Date: 3 November 2022</p>
<p>Next review due by:</p>	<p>Oct 2023</p>	

Introduction

The Federation Governors for Stewart Headlam and Hague Primary Schools follow DfE guidance to ensure that all the education provided during normal school hours is at no charge to parents or carers.

We do not charge for any activity as part of the day-to-day delivery of the National Curriculum.

Sometimes, where appropriate the schools ask for **voluntary contributions** to enrichment activities without which our schools would not be able to offer the wide range of opportunities that enhance children's learning and opportunities.

We aim to promote and provide extra enrichment opportunities and activities for all children as part of our broad and balanced curriculum.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means.

This policy describes how we will do our best to ensure an interesting and exciting range of visits and activities is offered whilst at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Both Hague School and Stewart Headlam School work with a range of Education Business partners and charities to provide off-site learning and enrichment opportunities. They add value to our curriculum for all children from Nursery to Year 6.

The Executive Headteacher, Heads of School and governors will ensure that the following applies:

1 No charges will be made for

- supply of any materials, books, instruments, class music tuition or music exams
- education or related travel for any off-site learning that is essential for the class

2 Activities for which **voluntary contributions** may be requested of all pupils

The following is a non-exhaustive list of additional activities, organised by the school, which request voluntary contributions from parents. (known as '**optional extras**').

- a) visits to museums, galleries, or historic sites
- b) visits from an author or a theatre company
- c) sporting activities or educational visits which require transport expenses;
- d) Residential activities Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Pupils whose parents/carers are in receipt of certain benefits (see point 3 below) will not be charged for board and lodging costs.

We will always seek to use free transport offered to schools by Transport for London whenever possible.

Voluntary contributions

When organising activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute voluntarily to the cost. 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.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

For events and residential activities which may have a charge that parents wish to pay for over time. A savings/payment plan will be agreed at the discretion of the Headteacher and the finance admin team. It is expected that the agreed balance will be saved in advance of the trip. In the event of highly exceptional circumstances, the saving plan may be extended after the trip at the discretion of the Headteacher.

Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Malicious Damage / Lost items

Where it can be proved that a child or group of children have caused damage or loss to school property or resources, a contribution charge will be made to parents in order to replace/repair the damage that has been caused.

Lost items - including library books

Items which are borrowed and taken off site to support learning should be looked after with care. In the event of their loss a charge will be made in order to replace.

- Reading scheme books /library books £5.00

Stewart Headlam Book Bags can be purchased from the school office.

Hague School Book Bags can be purchased from the school office

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied.

Pupil Premium Funding can be allocated for residential trips, educational activities.

Reviewed and agreed by Finance Committee October 2022

Signed.....Chair of Finance

Date.....

Date for next review October 2023

