



# Charging, Remissions and Fund Account Policy

## Heathlands School



### **Policy Review**

This policy will be reviewed in full by the Governing Board.

The policy was agreed by the Full Governing Board on 6 July 2022.

**Next Review due July 2024.**

Signature ..... Date .....  
Co-Headteacher

Signature ..... Date .....  
Governor

Heathlands aims to provide its pupils with a broad and balanced curriculum which is relevant to them and matches their aptitude and ability. As part of our curricular arrangements we offer the pupils a variety of activities and outings the cost of which cannot always be met from the school budget. In accordance with national legislation and HCC policy the school may charge for or request voluntary contributions towards certain activities.

### **Charges**

The school **will not** charge parents/carers for:

Education provided during school hours (including the supply of any materials, books, instruments or other equipment). If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours.

- Education out of school hours where it is part of the National Curriculum or part of the syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education
- Entry for a prescribed public examination if the pupil has been prepared for it at school
- Examination re-sits if the pupil is prepared for these at school.
- Books materials and curriculum equipment

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours do not include the break in the middle of the day.

Charges **will** be made for the following activities:

- Materials/ingredients for some technology activities where the child is taking the finished article home.
- Optional activities which take place outside school hours. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education.
- Re-sits of prescribed public examinations where no further preparation has been provided by the school.
- Early years placements for those parents who wish their nursery aged child to attend more than the 15 hours of free entitlement
- Board and Lodging on residential visits the charge of which will not exceed actual costs.
- The costs associated with staying in Heath House where this is at the request of parents rather than the child's LA.
- Extended day services
- Where children have wilfully damaged school property and resources a contribution towards the cost of repair or replacement will be sought from parents.
- The school may buy items like uniform and water bottles for selling on to pupils. A small charge may be added to the cost of the item to cover administration costs.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

### **Remissions for Residential Trips**

The charge for board and lodgings of residential trips will be remitted for children whose parents are in receipt of:

- 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 guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

This entitlement to remission only applies when the trip takes place wholly or mainly during school hours and/or is part of the National curriculum, preparation for a prescribed public examination or R.E.

### **Refunds**

In the event that a school trip is postponed due to unforeseen circumstances, e.g. coronavirus, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

If the final costs of a school outing/ activity amount to less than the money collected from parents the surplus funds may be refunded. Refunds will be made if the surplus is above £5 or 5% (per child) of the cost, whichever is the greater. Refunds will be transferred to offset any dinner money debts in the first instance before refunding to parents.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

### **Voluntary Contributions**

For some outings and activities the school will not make a charge but may request voluntary contributions to cover all costs associated with the activity. No pupils will be disadvantaged or discriminated against because of their parents' failure or inability to pay. Where there are insufficient voluntary contributions to make the activity possible and there are no other means to make up the shortfall the activity may have to be cancelled for all.

Parents will be asked to contribute on a voluntary basis to the travel costs of pupils on work experience placements and college link courses.

The policy on voluntary contributions only applies to activities and outings organised by Heathlands School. When pupils are attending activities as part of an integration programme the policy of the host school will need to be considered.

### **Music tuition**

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

**[Primary schools only]** Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of pupils who are LAC.

### **Use of the School Vehicles**

Any transport in school owned vehicles in school hours is free of charge. However for specific activities a voluntary contribution may be requested of parents and carers – this would be costed at a rate of 40p per mile to be shared between the children.

### **Exceptional circumstances**

There may be exceptional circumstances when no charge is made for some of the activities where payment would normally be expected. Each will be considered on an individual basis according to the merits of each case. Central to this will be the benefit of the activity to the pupil and the likely impact on them if it could not take place. Parents to whom this may apply are encouraged to speak to the Co-Headteacher in the first instance.

### **Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Policy and Freedom of Information Publication Scheme sets out where fees may be charged for the provision of information.

### **Fund Account**

The school maintains a Voluntary Fund for the receipt of gifts, donations and voluntary contributions. Funds for uniform sales and swimming are also paid into this account.

The Fund account will be reconciled monthly and audited annually. Copies of the audited accounts will be presented to the Resources Committee, and in turn to the Full Governing for approval. All approval levels are as per our Delegation of Authority.

#### **Activities within the scope of the Voluntary Fund**

- School trips, tours, outdoor pursuit centres
- Sale of work
- Pupil concerts, discos, parties
- Raffles, prize draws, charity collections, sponsored events
- Donations
- Income/Expenditure of school uniform, water bottles, Christmas cards etc.
- Purchase of equipment / materials for use by the pupils

#### **Activities outside the scope of the Voluntary Fund**

- Staff functions and activities
- Gifts for staff
- Hospitality for teachers, Governors, visitors
- Payments to staff, contractors, other employees for work undertaken
- Loans
- Reimbursement for theft or damage to property
- Course registration, exam fees