



Charging and Remissions Policy

Date Published February 2018
Compiled by M Waring

Review Date April 2019
Approved by Finance committee
Date February 2018

Elmham Road, Cantley, Doncaster DN4 6LQ
Tel: 01302 535906
Fax: 01302 371192
Email: admin@hawthorn.doncaster.sch.uk
Headteacher: Mrs Diane Wakefield
Chair of Governors: Mr H Fraser
Website: www.hawthorn.doncaster.sch.uk

CHARGING POLICY

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

Charging for School Activities

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Materials

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product. Pupils are issued with all their books and materials at the beginning of each year. The Governing Body reserves the right to charge for such equipment should they need replacing due to loss or damage.

Nursery

Nursery pupils whose parents elect for them to stay in nursery over the funded 15 hours. Sessions are currently £20 per day £12.50 per half day.

Lettings

The Governing Body may from time to time make a charge for letting out areas of the school building to outside agencies. Charge is currently £20 per hour (See lettings policy)

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account: Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

The following is a list of some activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre or cinema
- School trips
- Musical events

Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance

- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (refer to latest guidance)
- Guarantee element of State Pension Credit

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section. When arranging a chargeable activity such parents will be invited in confidence to complete the associated forms to enable the school to claim for the remission of charges in full on their behalf.

Activities arranged by a third party

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the Local Authority's policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Governing Body, to the Local Authority for approval.