



HORSELL CHURCH OF ENGLAND SCHOOL

Charging and Remissions Policy 2025

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| Date: | 1 st March 2025 |
| Responsible Committee: | Resources Committee |
| Review Due: | 1 st March 2027 |

Our vision:

At Horsell C of E Junior School we believe we are all **'made in the image of God'**. *Through a commitment to **Christian values** and **high academic aspirations**, we strive to provide a **rich** and **inclusive** education for every member of our school **family**.*



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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Introduction

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The school will endeavour, as much as is practicable, to set out for parents the full list of trips and educational activities, along with the requested voluntary contributions and charges, at the start of each academic year.

Statement

The policy complies with the requirements of the Education Act 1996.

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Education during School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "*although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)*"

When additional costs are incurred by Horsell C of E Junior School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, **no pupil** will be left out of an activity because his or her parents cannot or will not contribute of any kind.



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Education Outside School Hours

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

Remissions

A remission is the cancellation of a charge that would normally be payable.

To ensure that access to activities reflects intentions, Horsell C of E Junior School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made.

Parents in receipt of pupil premium funding do not contribute to voluntary contributions for educational activities that take place in the school day.

The school also uses its pupil premium funding to cover the cost of 50% of school residential trips for pupils in receipt of pupil premium funding.

Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. Parents will **NOT** be expected to cover the cost of children who do not contribute to an activity.

If sufficient contributions are not received the activity may be cancelled.

Charges

A charge is a fee payable for specifically defined activities.

The Governing Body reserves the right to make a charge for the activities and items detailed below:



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- Trips which are not part of the school curriculum or are outside the school day
- After school and pre-school clubs
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Music tuition

There is a charge for individual or small-group music tuition, since this is an optional extra activity, and is in addition to the national curriculum. These individual or small-group lessons are taught by peripatetic music teachers. All enquiries and payment should be made to Surrey County Arts, or the visiting tutor, and not the school.

Ingredients or Materials for Practical Subjects

Parents may be encouraged to provide ingredients, materials, etc. needed for practical subjects such as Design Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials in order for children to access the learning.

School Visits and trips and in-school activities

Horsell C of E Junior School provides a programme of one-day educational visits, residential visits and in-school activities led by outside agencies to enrich the curriculum.

The cost of these visits and activities are to be met by voluntary parental contributions when they take place during school hours.

The school encourages all parents to contribute something, even if they are unable to pay the whole amount. Payments may be made by instalments.

If any parent is unable to or does not want to contribute to the cost of one-day educational visit their child will not be discriminated against. However, if sufficient contributions are not made it is possible that the trip may not take place. Parents will **NOT** be expected to cover the cost of children who do not contribute to an activity.

In certain circumstances (e.g. genuine financial hardship) the Head Teacher and Governors may authorise a reduced payment. An appointment with the Head Teacher will be required for this arrangement.

Residential Visits

The cost of these visits is to be met by parental contributions. When the visits take place during term time the costs for the education and travel expenses are to be met by voluntary contributions; however, the board and lodging costs will be charged. If we do not receive sufficient contributions, we may cancel a trip.

The school encourages all parents to contribute towards the costs, even if they are unable to pay the whole amount. Payments may be made in instalments. Parents will **NOT** be expected to cover the cost of children who do not contribute to an activity.

In certain circumstances (e.g. genuine financial hardship) the Head Teacher and Governors may authorise reduced charges for board and lodging for a pupil on a residential trip. An appointment with the Head Teacher will be required for this arrangement.



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Swimming

The school organises swimming lessons. These take place in school time and are part of the PE curriculum. In order to help cover the costs of maintaining the pool a contribution is requested. Parents will **NOT** be expected to cover the cost of children who do not contribute to an activity.

Out of Hours activities

On occasion, the school offers additional out of hours coaching after school and at lunchtime. Some of these sessions may be run by suitably qualified coaches, who are not members of school staff.

There may be a small charge for these sessions.

Any other activities taking place outside school hours (optional extras) will be charged in full.

After- school clubs run by outside organisations fix their own charges which are payable by parents who choose for their child to attend these activities.

Breakfast Club and After School Club

These clubs are run by outside agencies; they fix their own charges which are payable by parents who choose for their child to attend these provisions.

Damage to property

In the event of damage to or loss of school property or equipment, parents may be asked to pay for repair or replacement if their child's behaviour, whether deliberate or accidental, caused the damage.

Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £15 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.