



# **Charging and Remissions Policy**

## **for Hertsmere Jewish Primary School**

**Reviewed by: R Alak-Levi/L Myers**

**Reviewed on: December 2018**

**Date of Next Review: December 2019**

## Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis. The policy was last reviewed and agreed by the Governing Body on December 2018.

It is due for review on December 2019.

Signature



Headteacher

Date: December 2018

Signature



Chair of Governors

Date: December 2018

The Charging and Remissions Policy covers charges to parents, external providers, voluntary contributions and exemptions to charges. It is informed by the following legislation and guidance:

- The Education Act 1996 (Chapter 3 – Charges in connection with education at maintained schools)  
<https://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III>
- Department for Education’s “Charging for School Activities” handbook  
<https://www.gov.uk/government/publications/charging-for-school-activities>
- The Charges for Music Tuition (England) Regulations 2007  
<http://www.legislation.gov.uk/uksi/2007/2239/made>

In accordance with legislation, governors are required to notify parents of their policies in relation to charges for certain activities. The Governing Body recognises the valuable contribution that the wide range of enrichment activities (including trips, clubs and residential experiences) can make towards our pupils’ personal and social education. The school also provides an enriched Jewish Studies curriculum in addition to the National curriculum. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for pupils of the school and as additional optional activities.

The school does not make a profit on school trips or activities. We aim to cover the costs of trips and sometimes an activity runs at a loss due to lack of contributions. Where this is the case, the activity may be cancelled. If the activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children any differently from others.

The Charging and Remissions policy complies with statutory requirements and is reviewed on an annual basis by the school’s Governing Body’s Finance Committee. The Governing Body is responsible for determining the content of the policy and the Headteacher is responsible for its implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

## **1. Admissions**

No charge shall be made in respect of admissions.

## **2. School meals**

There is no charge for children who are entitled to free school meals. There is also no charge for pupils in EYFS and Key Stage 1. All other pupils will be charged a set amount per day, which is payable in advance via the School Gateway on a monthly, termly or annual basis. This charge is for services provided and is **not** a voluntary contribution.

### 3. Activities that take place during school hours

HJPS will not charge any registered pupil for any education which is provided for during school hours but can charge for some activities that are known as '**optional extras**', such as music tuition (see **Section 4** below) and books and materials that the parent/guardian or child wishes to own.

The school is permitted to charge for any education outside the National curriculum, which also includes our Jewish Studies education.

### 4. Music tuition within school hours

HJPS follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is provided at the request of the pupil's parents. Charges may not exceed the cost of the provision including the cost of the staff who provides the tuition. The *Charges for Music Tuition (England) Regulations 2007* legislation makes it clear that charging may not be made if the teaching is part of the curriculum. No charge may be made in respect of a pupil who is looked after by a local authority.

### 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities when they are part of the National curriculum (including sports matches against other schools) or part of the school's **basic** curriculum for religious education. However, the school **will** charge for optional extras such as:

- Education that is **not** part of the National curriculum; education that is **not** part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and education that is **not** part of enhanced religious education;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (see **Section 12**); and
- Extended services offered to pupils (e.g. breakfast clubs, sibling clubs, after school clubs, wrap-around care clubs etc.). See **Section 10**.

### 6. The cost of optional extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;
- The cost or proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra;
- The costs of buildings and accommodation.

## **7. Activities that take place partly during school hours either on site or off site**

If an activity takes place, including “connected travelling time<sup>1</sup>”, partly during and partly outside school hours, it counts as taking place entirely in school hours if at least 50% of it takes place in school hours. Each school day is divided into two sessions and each 24-hour period is divided into two half days beginning at noon and at midnight. Therefore, no charge will be made in such circumstances.

### Example of educational activity during school hours

A long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and no charge will be made. A visit from noon on Wednesday to 9pm on Sunday would count as nine half days including five school sessions. The visit is deemed as taking place in school hours.

### Example of educational activity outside school hours

A trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place outside school time. Charges would then apply, but only if the activities are not part of the National curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education. A visit from noon on Thursday to 9pm on Sunday would count as seven half days including three school sessions. The visit is deemed as taking place outside school hours.

In cases where majority of a non-residential activity takes place outside of school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case, charging of the activity is the same as outlined in **Section 5** above.

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<sup>1</sup> Connected travelling time” means time spent during school hours by the children taking part in the educational activity in question in getting to or from the place where the activity takes place.

## 8. Residential activities

HJPS will not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the National curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education (See **Section 12**);
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- Travel costs where the residential activity is classed as being within school hours; and
- Residential activities that take place during school hours.

HJPS will charge for:

- **Board and lodging** – when any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove that they are in receipt of certain benefits may be exempt from paying the full cost (see **Section 16** for more guidance on remissions).
- **Travel** – Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover these costs.
- **Activities** – HJPS may charge for residential activities that fall outside of school hours (see **Section 5** and **Section 6**).

## 9. School Outings/Enrichment

Parents will be asked to contribute voluntarily towards the cost of educational visits to museums, theatres and other sites of interest which support the children's learning and development or trips out-of-hours. The total cost of transport and entry or other fees will be divided by the number of children and non-staff (parent) helpers. Letters will be sent to all participants giving details of the trip and asking for a voluntary contribution to cover the costs.

When writing to parents, letters must state the following:

- in line with Governors' policy, no pupil will be excluded if their parent has not contributed to the trip; and
- without sufficient funding, the trip may be cancelled

## **10. Extended services (Extra Curricular Activities)**

HJPS provides a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services) where charges will be incurred:

- Breakfast, sibling and wrap-around care clubs;
- After school clubs; and
- Sporting, arts or dance clubs

Charges are also made for extended activities in or around the school which may include the:

- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians (see **Section 4** above); and
- Provision of materials/ingredients cookery and design and technology activities where pupils take home a finished product (See **Section 14**).

## **11. Nursery/Little Herts**

There is no charge for the 15 hours per week state-funded education provided by the HJPS Nursery which runs from 12:30pm – 3:30pm. There are charges for Little Herts, which runs from 8:30am – 12:30pm including a hot lunch. Parents are encouraged to send their child to at least two Little Herts sessions a week. Parents are asked for a non-refundable voluntary contribution towards for the Educational Supplement (See **Section 14**).

## **12. Public Examinations**

If applicable, there is no charge for examinations that are part of the curriculum where children have been prepared for the examinations by the school. However, if a pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. There is a charge of examination entry fee(s) if the pupil has not been prepared for the examination at the school.

## **13. Damage to property and breakages**

Where school property (building or furniture) has been wilfully or recklessly damaged by a pupil (or parent), HJPS will charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, HJPS may charge some or all the cost to those responsible.

Whether or not these charges will be made will be at the discretion of the Headteacher and dependent on the situation.

#### **14. Voluntary Contributions**

- **Educational Supplement** – The Educational Supplement is a voluntary contribution payable by parents of pupils in Nursery to Year 6. This covers the Jewish Studies provision, security and other running costs of the school not covered by government. The amount of the Educational Supplement is determined by the HJPS Trust and notified to parents by way of letter each year. Due to the charitable nature of this donation, voluntary contributions are not refundable.
- **Sundries Donation** – This is a voluntary class contribution to cover the provision of materials/ingredients for cookery and design and technology activities or for special events such as Art week or Science week. Parents are asked for a donation to be made payable via the Gateway at the start of the academic year.
- **Other ad hoc voluntary contribution requests** - In line with Governors' policy, all pupils at the school will be treated equally and no pupil will be excluded, regardless of whether parents make these contributions or not. However, if funds raised are insufficient to cover the cost of the activity/trip/event, it will be cancelled (See **Section 9**).

#### **15. Inability or unwillingness to pay in relation to all charges**

HJPS is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unable or unwilling to pay.

The identity of the child or parents of the child who could not or did not make the payment will not be disclosed under any circumstances.

If there is insufficient funding for an activity, and the funding cannot be sourced from elsewhere in the school budget, the activity will be cancelled.

#### **16. Charges to Hirers**

The Headteacher will agree terms of hire and providers of clubs and extra-curricular activities, having regard to the standard contract of hire and terms and conditions of hire.

## **17. Remissions and Concessions**

HJPS will consider the remission of charges (exemptions) to parents or carers who receive the following support payments:

- Income support;
- Income based Job-seekers allowance;
- Child Tax Credit (where the person is not receiving Working Tax Credit as well);
- Support under part VI of the Immigration and Asylum Act 1999;
- Guaranteed Element of State Pension Credit; and
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and the Governing Body's Chair of the Finance Committee will authorise the remission of charges.

HJPS may choose to subsidise part or all the payment of some charges for certain activities and pupils, and this will be determined on a case by case basis by the Headteacher and Governing Body's Chair of the Finance Committee.

## **18. Complaints**

Any complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

Please refer to the table in the Appendix below for an inventory of the charges to parents at Hertsmere Jewish Primary School.

## Appendix

Activity	Policy
Educational Supplement	This is a voluntary contribution payable by parents in Nursery to Year 6. This covers the Jewish Studies provision, security and other vital equipment and teaching resources for our classrooms that are not covered by Government funding. These funds are collected by the HJPS Trust. As a registered charity, the HJPS Trust benefits from claiming gift aid, which increases donations by 25p for every £1.
Nursery/Little Herts	All parents of nursery children are entitled to 15 hours of free nursery provision, which will take place between 12:30pm and 3:30pm. Little Herts nursery offers an additional 4 hours between 8:30am and 12:30pm (including a hot lunch) which are charged per session on a termly basis. Session charges for Little Herts are available upon request. Nursery parents are also asked to contribute to the voluntary Educational Supplement (see above).
Year [5] residential (Shabbaton)	Parents are required to meet the full cost of the residential visit other than in cases of extreme financial hardship agreed by the Headteacher and outlined in Section 16 of the Charging and Remissions policy. If the income for the planned activities does not meet the overall cost, such activities may have to be cancelled.
Year [6] Residential (Kingswood) in school time	Parents are required to meet the full cost of the residential visit other than in cases of extreme financial hardship agreed by the Headteacher and outlined in in Section 16 of the Charging and Remissions policy. Parents are advised of the cost well in advance of the trip and are given the option of paying several monthly instalments which is administered by the school office via the School Gateway.
Music Tuition	Where the school provides an 'outside' tutor, parents will be charged for the tuition (subject to Section 4 above).
Breakages and damages to property	Wilful damage to school buildings, furniture or property by a pupil (or parent) will be charged by the school to the parents of those responsible.
School lunches	This is <b>not</b> a voluntary contribution but a charge for services provided unless the pupil receives free school meals or is in EYFS or Key Stage 1. Meals are charged for daily and this is payable in advance on a monthly, termly or annual basis via the School Gateway.
Before and after school clubs, sibling club and wrap around care clubs	The school runs a large range of clubs for which parents pay. The details of clubs are available on the website and charges vary depending on the club and the providers.
Sundries donation (Class contribution fund)	At the start of the academic year, we ask parents to make a voluntary contribution of £20 per child for the year to cover the provision of materials/ingredients for cookery and design and technology activities or for special events such as Art week or Science week.
Theatre and museum trips and other enrichment/cultural outings	Parents will be asked for a voluntary contribution to the cost of school outings. If the income received does not meet the overall cost, and the shortfall cannot be funded from elsewhere in the school budget, the trip will be cancelled.
Visits to school by authors, theatre groups or other special guests	When visiting guests come into school to enhance the curriculum, parents are asked to contribute to the cost of such activities in the same way as when classes go on an outing. This is a voluntary contribution but if the income received does not meet the overall cost, such activities will be cancelled.
Lost school equipment, books etc.	Parents will be requested to replace school equipment, books etc. which have been lost by their child.