

# THE HARLINGTON AND SUNDON ACADEMY TRUST



## HARLINGTON LOWER AND SUNDON LOWER SCHOOL CHARGES AND REMISSIONS POLICY

**Approved by Curriculum Trustee Committee: November 2019**  
**Approved by Finance Trustee Committee: December 2019**  
**Approved by Board of Trustees: January 2020**  
**Next review: November 2021**

### **Introduction**

The Board of Trustees recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Board aims to promote and provide such experiences for the pupils of each 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 the school visits, curricular and extra-curricular activities.

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.

### **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 Harlington Lower School or Sundon Lower 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 make a voluntary contribution of any kind.

### **School hours**

School hours are those when the school is actually in session. They do not include the mid-day break.

Harlington Lower School	9:00am to 3:30pm
Sundon Lower School	9:00am to 3:15pm

### **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. 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**

To ensure that access to activities reflects intentions, Harlington Lower and Sundon Lower Schools 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.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that Working Tax Credit is not also received), the Board will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

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. When arranging a chargeable activity the Board will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of the Board.

### **Data protection of pupils and families**

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

### **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.

### **Charges**

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

- Trips which are not part of the school curriculum or are outside the school day
- Activities which require transport expenses
- Before and After 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
- The provision of ingredients or materials etc. needed for practical subjects such as Design Technology
- Breakages and damage to school buildings, furniture or property – the cost of repairing or replacing any damaged property or item caused as a result of a pupil's inappropriate behaviour
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to or lost school books (reading scheme), library books, Maths games
- Any photocopying requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

### **School trips and visits and activities**

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites the parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event

would be cancelled unless school is able to cover the shortfall arising from parents/ carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

The Board may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Board from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.