CHARGING AND REMISSIONS POLICY

Responsible members of Staff

Mrs. F. Willis (Acting Headteacher)
Ms. G. Hansford (Chair of Governors)

This Policy was approved by the Governors December 2019. This policy will be reviewed on an annual basis.

“Hinguar Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment.”
Rationale:

At Hinguar Primary School and Nursery we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents financial means. At Hinguar Primary School and Nursery this charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Charging:

- **Day and part day educational visits.** For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.
  
  When organising school trips or visits which enrich the curriculum and educational experience of the children, Hinguar Primary School and Nursery invites parents to contribute to the cost of the trip. All contributions are voluntary and costings will not exceed the actual cost. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a planned activity has to be cancelled any monies received will be returned. If a trip goes ahead, it may include children whose parents have not paid any contribution. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

- **Sometimes the school pays additional costs in order to support the visit.** Parents have a right to know how each trip is funded. The school provides this information on request. *The maximum charge for any day trip will not usually exceed £20.00.*

- **Visiting groups (e.g. theatre groups) or speakers who may charge the school for their services.** For events occurring during school time the Headteacher may invite a voluntary contribution from parents to meet the cost of the event. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.

- **Classroom materials.** No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials.

- **Instrumental music tuition.** *School Music teachers may provide lessons during the school day and parents are requested to pay a subsidised amount towards the cost of these lessons.* Charges may be waived or
reduced for children whose parents are in receipt of some state benefits and have made an application to the Head teacher.

- **Residential Visits within school time.** The cost of educational activities and travel may be covered by voluntary contributions as above. However the cost of board and lodging may be charged for, except for parents who are receiving some state benefits. These parents will be told of their rights to claim free or subsidised activities.

In all the above cases the Academy Committee will ensure that children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

- **School Lunches.** Currently free for Reception, Years 1 and 2. £2.20 per meal for Years 3 – 6 (£11.00 per week) Christmas lunch is charged at £3.20 (Years 3 – 6).

- **Extra-curricular clubs.** Many of the clubs provided will be free of charge however external providers will request a charge at the maximum of £5 per week.

- **Water Bottles and Swimming hats.** Water bottles are provided to children in Reception and KS1, provided by our Friends of Hinguar. Replacement bottles and swimming hats are charged at £1.00 each.

- **Performances.** Donations to designated charities or school funds.

- **Non-Uniform Days.** Up to £1.00 (for various Charities)

- **Music Festivals.** A charge is made for tickets, which is decided by South East Essex Schools Music Association (SEESMA) and is paid to SEESMA. SEESMA pays towards the cost of the coach. KS1 parents are charged if they go on the coach with the children – approx. £2.50.

- **Swimming.** The school organises swimming lessons for all children. These take place in session time and are part of the curriculum. Parents of children who take up the offer of swimming lessons are asked to contribute to the cost of this provision at the rate of £20 for a 12 week block. All contributions are voluntary and costings will not exceed the actual cost. No child will be excluded from having swimming lessons because his or her parents cannot or will not make a contribution. Swimming will still take place even if insufficient contributions do not cover running costs. We inform parents when these lessons are to take place and these lessons may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

- **Extendables (Breakfast club).** £4.00 per session.
● **Extendables (After School club).** £10.00 per session – 3:15pm - 6:00pm (including a hot snack if required) or £4.00 per hour or part hour.

● **Nursery Fees-** All families, regardless of income are entitled to 15 hours of government funded children care provision. Working parents may be entitled to an additional 15 hours as part of 30 hour funding (qualification codes are required)

● **Nursery Fees-** Families who are not in receipt of 30 hour funding or require additional sessions beyond this can pay for sessions at the rate of £5.00 per hour.

● **Nursery Fees- Enrichment-** The nursery provides a daily snack for children and aims to provide variety and nutrition within snack provision. The nursery also provides a cooking activity for children fortnightly. Parents are asked to contribute to the cost of this provision at the rate of £5 or £10 per week dependent on part time or full time place, payable weekly, half-termly or termly. All contributions are voluntary and costings will not exceed the actual cost. All receipts will be kept for verification. No child will be excluded from having snack because his or her parents cannot or will not make a contribution. If there are insufficient contributions then the nursery will have to fund the snack provision. If there are continual insufficient contributions then the choice of snack may need to be reviewed. Outdoor activities will be supplied and resources obtained. Charges will not be made for milk provision for children under 5 years of age. Milk will be supplied from The Cool Milk Company as part of the government’s free milk for schools campaign. Parents of children over 5 can continue to purchase milk and will be contacted by Cool Milk as the child turns 5 to advise on the current prices.

● **Nursery Fees- School Dinners –** Children within the nursery are not entitled to universal free school meal which begins in Reception. A School dinner can be requested for children staying over the lunch period at the cost of £2.20 per day.

● **For Nursery and Extendable Fees-** Payment of Fees- Please make cheques payable to Hinguar Primary School and send to the school office; cash is accepted but please put in a named envelope which must also be given to the school. For registered children fees are to be paid weekly in advance, accompanied by a booking form. We also accept Child care vouchers from the following suppliers: Care4, RG Childcare, Kiddi Vouchers, Edenred and Sodexo. The following banking information will enable you to make direct payment to the school: Lloyds Bank, Sort Code 30-97-84, Acc No 64604160, with reference of your child’s initials and EXT.

● Our fees will be reviewed annually each July, in line with any inflation and funding changes. For further payment details please refer to our terms and conditions. Any queries should be directed to Hinguar Primary School.

*In all cases where events are cancelled due to lack of support, monies already paid will be returned to the payee.*
This policy will be reviewed annually by the Finance and Personnel Committee of the Governing Body and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy on Charging.

Remissions:

At Hinguar Primary School and Nursery in order to remove financial barriers from pupils, the Academy Committee has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out that circumstances in which such charges will be waived.

Families qualifying for remission or help with charges:

Remission may be available if you are in receipt of the following:

- Income support or income-based Job Seekers Allowance;
- Child Tax Credit with an annual taxable income of less than £16,190
- Pension Guarantee Credit;
- Income-related Employment and Support Allowance;
- support under Part VI of the Immigration and Asylum Act 1999.

Additional considerations:

- We have an established system to all parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- Where possible, especially for residential visits we will aim to give as much notice as possible
- We acknowledge that offering opportunities on a ‘first pay, first served’ basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where-ever possible.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school’s Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.