



Reviewed by Governors on 10<sup>th</sup> March 2021

# Charging & Remissions Policy

## 2021/2023

To be reviewed March 2023

# **CHARGING AND REMISSIONS POLICY**

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents at Hunslet Moor Primary School.

## **Responsibilities**

The Governing Body of Hunslet Moor Primary School are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **Charges cannot be made for ...**

The Governing Body of Hunslet Moor Primary School recognises that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the re-sit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

### **Charges may be made for ...**

- Board and lodging on residential visits (not to exceed the costs), unless the parents are in receipt of relevant benefits entitling them to exemption or a reduction of these charges (see Remission below).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity.
- Damage/vandalism/loss to and of school property.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

### **Remission**

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch and milk entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit –In England, if you apply on or after 1<sup>st</sup> April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get.) If your child is currently eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31<sup>st</sup> march 2022

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) may also be entitled to the remissions of charges for board and lodging costs during residential school trips.

Children under the compulsory school age who are in full time education may also be able to get free school meals (see page 5).

Children, whose parents or carers are in need of financial assistance for board and lodging costs during residential school trips, can make an appointment with the Headteacher to discuss any support required. Each case will be judged on an individual basis and in confidence. Appointments can be made via the School Office.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- a) Transport to and from educational visits;
- b) Entry costs or workshops costs for educational visits, e.g. museum entry fees;
- c) Workshops or special events in school, such as visiting theatre companies;
- d) Extras such as contributions towards baking ingredients in Early Years; and
- e) Ingredients (for products to be taken home) such as cooking/ baking

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to meet the costs of:

- Travel, including the costs of travel and parking for accompanying adults, if required;
- Entry to a venue;
- The cost of an in-school event such as paying the fees of a visiting theatre company;
- Cover the cost of purchasing ingredients for baking/ cooking; and
- Ticket prices for theatre, cinema or concerts

## **School Meals**

The Governing Body will determine and publish annually, prior to the start of the academic year, the price to be charged for school meals and milk.

For Nursery children attending full days, whose parents are entitled to any of the support payments listed on page 5 and therefore eligible for Free School Meals, those children will be provided with a Free School Meal by the school. Eligibility must be confirmed by the Free School Meals Team at Leeds City Council prior to any meal being consumed.

## **Car charging Port**

### **Rates for charging electric cars- source Autotrader**

**The below charges depend on car type- please check car handbook for correct usage**

Slow Charging. Rate 3kW will take around 8hrs from empty- Cost £3.64 (mainly from home)

Fast Charging. Rate 7-22kW will take around 3 to 4 hours from empty- Cost - £1.50 per hour. (Public and Business Ports most common)

Rapid Charging. Rate 43-50kW will give you about 80% charge in 30 minutes- only compatible cars- Cost to fully charge £6.50 (Rare usage)

Date of Policy approval November 2015

Date of Policy review 10<sup>th</sup> March 2021

Next Review March 2023