



## Charging & Remissions Policy

<b>Name of School</b>	<b>Hamble Primary School</b>
<b>Policy Review Date</b>	<b>November 2025</b>
<b>Date of next Policy Review</b>	<b>November 2026</b>
<b>Name of Responsible Manager</b>	<b>Mrs C Wilding</b>
<b>Name of Headteacher</b>	<b>Mrs C Hewitt</b>

At Hamble Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Our School Governors have applied this policy in accordance with DfE guidelines and notification of changes will be circulated to parents in the term preceding the one in which the changes will take effect.

### **Definitions**

Charge – a fee payable to specifically defined activities.

Remission – the cancellation of a charge that would normally be payable.

### **Activities in School Hours**

All education during school hours is free, including the supply of materials, books, equipment and transport provided by the school to carry students between the school and an activity. This **excludes** musical tuition (that has been requested by parents) of individuals or groups of students by specialist teachers.

For school time activities with an additional cost (other than musical instrument tuition) parents may be invited to make a voluntary contribution. This may be in cash, or kind, such as ingredients for cooking or materials for Technology. Voluntary contributions for transport costs in respect of offsite activities may also be sought from parents. Where extra costs are inevitable, parents will be informed in the initial letter.

If any activity cannot be funded without voluntary contributions, then the school will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a trip/activity, and the school cannot fund it from another source, then it will be cancelled. The school will ensure it makes this clear to parents.

Parents are informed of their right to claim funding for activities if they are from low-income families or receiving eligible benefits through school letters and general whole school communications. Information, guidance and support will be given by the school.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

**Students whose parents do not make contributions are not left out of activities or treated differently than those whose parents contribute.**

### **Music Tuition**

Charges will not exceed the cost of the provision, including the cost of the staff giving the tuition. Parents are informed the preceding term of any increase in charges.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a child who is looked after by the local authority.

Children who attract Pupil Premium funding will have 75% of the cost of peripatetic music tuition paid for them.

### **Residential Activities**

Our school 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Our school will charge for:

### **Board and lodging**

When any visit is 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. The charge will not exceed the actual cost. Children who attract Pupil Premium funding will have 75% of the cost of peripatetic music tuition paid for them.

### **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 those costs.

Where parents may not be eligible for support with the costs for a trip or activity or may not be in a position to pay for all or some of the cost's, parents should contact the school to enquire whether support may be available.

### **Breakages or Damage**

Parents will be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently e.g., library books.

### **Remissions and concessions**

The school will give consideration to the remission of charges to parents/carers who receive the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16190)
- Working Tax Credit run-on (this is paid for 4 weeks after the individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7400 per year – after tax and not including any benefits)