

# BUCKINGHAMSHIRE COUNCIL



## Thomas Hickman School

### Charging & Remission Policy for Educational Activities

(Excluding Muddy Ducks Admission and associated charges)

### Adopted by Thomas Hickman School

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| <b>Adopted by Governors Full GB:</b>               | <b>October 2024</b>   |
| <b>Governing committee accountable for review:</b> | <b>Resources</b>      |
| <b>SLT member accountable for review:</b>          | <b>Headteacher</b>    |
| <b>Date of last review:</b>                        | <b>February 2025</b>  |
| <b>Date of next review:</b>                        | <b>September 2026</b> |

## Thomas Hickman School Governing Body

### Charging and Remissions Policy for Educational Activities

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of our Flying Start curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus. The school must also comply with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities.

There are two types of financial contributions for which parents/carers can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

#### **Voluntary Contributions:**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents/carers that there is no obligation to make any contribution.

At the beginning of the academic year, proposed trips for the coming year will be shared with parents/carers. Letters with details of proposed trips including voluntary contributions will be sent out in a timely manner, in time to ensure that parents / carers who wish to, are able to contribute. Payment plans or paying in instalments will be available for parents/carers.

It is important to note that **no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay**. If insufficient voluntary contributions are raised to fund a visit, there is a risk that the trip will not go ahead. Schools must make sure that they make this clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions to the school funds, parents/carers must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to families as a reminder to make payments into the school. Schools should also ensure that direct debit or standing order mandates are not sent to parents/carers when requesting contributions. For those parents who choose not to

contribute a further letter may need to be sent out to obtain permission for the child to participate in the activity or trip but this is not to pressurise parents, it's to enable all children to attend.

There is no limit to the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used. Thus voluntary contributions may be used to subsidise applicable pupils and to pay the travel and accommodation costs of accompanying teachers.

### **Permitted Charges:**

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

#### **1. Materials & Textbooks**

Where a pupil or parent/carers wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

#### **2. Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Guidance about these changes to the charging regulations can be viewed [here](#). Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities). Thomas Hickman School will charge for additional musical instrument or singing tuition which is in addition to the school curriculum.

#### **3. Residential Activities/Activities Outside School Hours**

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an “optional extra”. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

#### **4. Hot School Meals**

As part of the UIFSM the school currently provides hot school meals for all funded pupils in Reception and KS1 at no cost to parents.

Hot meals are also provided to pupils entitled to Free School Meals in all Key Stages at no cost to parents.

KS2 pupils can also obtain a hot meal but these have to be funded by the parents and are payable via [schoolmoney.co.uk](http://schoolmoney.co.uk) at the current charge per meal as determined by the Resources Committee annually.

To cut costs and wastage, all the hot meals must be ordered in advance using the School money system to access the menus published by the school. All ordered school meals are non-refundable, as the school is unable to claim back the cost from the meal provider. Therefore, parents/carers will be charged in full if a meal is not taken for any reason.

#### **5. Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

#### **6. Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee and approved by the Governing Body (see Lettings Policy).

## **7. Other charges**

The Headteacher and Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### **Remissions Policy**

Where non-chargeable education is provided during a residential visit, parents in receipt of certain benefits (broadly equivalent to those which qualify pupils for Free School Meals) shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Government guidance providing details of the benefits which exempt parents/carers from being charged can be found at:

<https://www.gov.uk/government/publications/charging-for-school-activities>

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.