



Hanwell Fields Community School Charging and Remissions Policy

RATIONALE

HFCS believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

AIMS

This charging/remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities

PROCEDURES

In respect of the activities listed below in the categories outlined, charging will take the form identified:

School visits

When an activity incurs a cost, voluntary contributions are sought from parents. If the activity takes place within school hours no pupil may be excluded because his/her parents have not contributed. Letters to parents seeking voluntary contributions should use an agreed format which makes clear that assistance is available for those who need it and that the visit is dependent upon receipt of sufficient contributions. Where the level of non-payment renders a trip financially unviable consideration will be given to cancellation

School visits where pupils are representing the school in sporting, music and other cultural activities

The costs of these activities will be met by the school where possible.

Residential visits

Where at least half of the time away from home is not normal school time, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost.

Enrichment activities e.g. foreign exchange visits, cultural visits, etc.

Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip. The full rate will be charged for these activities and must include entrance charges (ticket costs) and transport.



If a pupil is withdrawn from a trip then a refund will only be given if the cost of the trip has not yet been ordered/ paid for by the school.

Any monies outstanding from a previous non-payment may mean that the pupil is excluded from future activities until outstanding payments are made.

Optional extra visits – Visits that take place beyond the school day or as part of an extracurricular activity can be charged and parents are expected to meet the full cost of the trip.

Lesson materials

The vast majority of resources required for lessons are provided by the school. On occasion parents may be asked to contribute towards the costs of materials required to make an item that a pupil will bring home. Financial assistance for this is available to pupils where applicable.

Revision Guides or additional study support materials

Revision guides are sold by some departments to pupils at cost.

Music lessons

The school has a policy in place to support the cost of music tuition provided by the Local Education Authority's Music Peripatetic Service. A letter detailing the annual charge is issued to parents in the Autumn term and then payment is expected on a 4 weekly basis for individual and group instrumental music tuition unless it is in preparation for examinations, as prescribed by the school, in which case tuition is paid for by the school for on instrument only. The academy will cover the cost of instrument hire so students can practice at home in preparation for their weekly lessons. Tuition will be provided free of charge where it is considered to be an essential part of either the National Curriculum or a public examination syllabus.

Breakages

The financial cost relating to breakages/damage/fines are recoverable from parents. A charge will also apply for loss or damage to school property which is placed under the responsibility of the pupil and may be taken off the premises

Public examinations

No charge shall be made in respect of the entry of a registered pupil at the school. Charges are applied for the entry of a pupil for an examination for which he/she has not been prepared by the school. Entry for resit examinations is also subject to charge. Where a pupil has paid for an examination re-mark and the new grade exceeds the original, then a refund is made for the fee.

School Catering

The school has its own catering facilities. All school dinners for KS2 and Ladybirds need to be paid for through the school office.

KS1 will receive universal free school meals.



Bridges Wrap Around Care inc. Holiday Scheme:

Parents will be invoiced in advance for the children's wrap around care. If payment is delayed then the School has the right to remove the placement.

School Planners / Diaries

All KS2 pupils are provided with a school planner and diary at the beginning of the Academic Year.

If replacements are required then they are charged to the pupil at cost.

Families qualifying for remission or help with charges related to school trips, cost of uniform and equipment:

Parents who find themselves in financial difficulties and who are in receipt of income support, income based job seekers allowance, receive support under part VI of the Immigration and Asylum Act 1999, or are in receipt of child tax credit provided that working tax credit is not also received and that the family's income does not exceed £16,190 (Financial Year 2013/14); may apply to the school for financial support. Reference to the free school meals list is made and proof (e.g. DSS letter) is required to validate claims. Under the pupil premium support. Please see policy.

Facilities used by private individuals

Under no circumstances will lettings be subsidised from resources provided for pupils' education. Facilities will only be let where they are not needed for purposes of education during that time. The charge is negotiated between the school and the prospective tenant.

The Head teacher and the Site team is made aware of the letting, the latter being responsible for the provision of fixed facilities (washrooms etc), health and safety and cleanliness.

All hirers will need to demonstrate that they have adequate insurance to compensate the school for any damage they cause and a copy of the insurance certificate should be obtained and retained during the let. Where there is a doubt the school can consult its' insurer.

Consideration is given to charging where a third party tenant makes use of school facilities, at whatever hour, that belong to the Academy. Examples of these might include projectors, IWB, ovens etc.

All charges for income of any nature must be made through the Finance Office. Likewise, all monies received for such income must be paid to the Finance Office (Daphne Lock)