



# Charging and Remissions Policy

## RATIONALE

Every school must have, and publish for parents/carers, a charging policy. The purpose of such a policy is to ensure that there is clarity for parents/carers over those items which the school will provide free of charge and those items for which there may be a charge. The policy for this school has been decided by the Governing Body with reference to the relevant Local Authority policy and guidance from the Department of Education.

## METHODS

### **Books and equipment**

- Most parents/carers want to buy their children their own pens, pencils, calculators, etc, although the school will loan such equipment on request or when needed in lessons.
- Books and stationery are provided free, including a Home-School Link book and Times Tables book.
- If a child has carelessly lost a library book or reading book or their Home-School Link book or Times Tables book, the cost of replacement will be borne by the parent/carer.
- If a child wilfully or carelessly damages or loses school property, the cost of replacement or repair will be borne by the parent/carer.

### **Charging for materials**

- Parents/carers of pupils who take part in practical courses (e.g. Cooking, Art, DT etc.) and who wish their children to own the finished product will be charged for the materials used.

### **Activities within the school day or part of an examination course:**

- Any payment from parents/carers for these activities is voluntary but if parents/carers are unable or unwilling to contribute, alternative options may be discussed, however it may ultimately lead to the activity not taking place. Pupils will never be treated differently whether or not their parents/carers have made any such payments.
- When visiting speakers or group are brought into school Herne may ask for a voluntary contribution towards the cost of this. If parents/carers are unable or unwilling to contribute, alternative options may be discussed but it may be that the visit will not be able to take place.
- There is no charge made for swimming lessons in Year 4 where swimming is part of the child's entitlement to the National Curriculum, but we may request a contribution towards transports costs. Swimming lessons outside of Year 4 will charged.

### **Activities outside the school day**

- Herne provides its pupils with the option of participating in a wide range of after-school activity clubs for the majority of which there is no charge (there is sometimes a small charge for materials). This usually applies to activities run by school staff (not including Breakfast and Twilight Clubs, hereafter known as wrap-around care). Details of these are provided to pupils and parents/carers as appropriate through the year.
- Herne also offers its pupils the opportunity to take part in activities after school, which are organised and/or run by other parties. For these activities payment is required for pupils to take part. Typically, the school charges a small fee under the lettings policy for third parties to cover the costs associated with the clubs, such as cleaning, site staff and utilities. The third party is responsible for the management of their club and collection of the money from pupils attending. Herne provides details of these activities and the costs involved to pupils and parents/carers as appropriate through the year. Subsidies may be approved on their own merits.

### **Residential Visits**

- On residential visits, parents/carers are asked to pay for the costs of transport, food, accommodation and activities.
- In line with the DfE Charging for School Activities May 2018, children who are in receipt of Free School Meals will be exempt from paying the cost of board and lodgings on a residential trip.

### **Public Examinations**

- The Headteacher has the delegated responsibility to decide whether pupils are entered for particular examinations.
- The Headteacher has the authority to charge for examination entries in certain circumstances.
- The Headteacher is authorised to request payment for wasted examination fees.

### **Music Tuition**

- The Headteacher is authorised to charge for music tuition outside normal classroom activities.
- Lost or damaged instruments must be replaced by the parents/carers.
- A charge is made for those children having individual music lessons through the Hampshire Music Service, as the school subscribes to an SLA. Subsidies may be approved to ensure that children who may not otherwise have access to music tuition, can access this to enhance their 'cultural capital'.
- Outside providers of music (other than Hampshire Music Service) may charge parents/carers directly if they subscribe to their service, e.g. Rocksteady.

### **Loss and Damage to School Property**

- Parents/carers of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer hardware, are liable for the cost of repair or replacement.

### Charging in respect of requests for access to information

The Governing Body has determined:

- to charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998. This is dependent on the number of copies requested.
- to charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and
- to charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

*See Appendix for latest charges.*

### ARRANGEMENTS FOR MONITORING

The effectiveness of this policy will be monitored by the Finance Workgroup through analysis and evaluation provided by the Head Teacher and parental/ carers feedback. The content of this policy will be reviewed annually by the Governing Body.

# Remissions

Pupils in receipt of Pupil Premium funding will be subsidised in the participation of selected activities and provided with resources at the discretion of the school. Additional support may be available at the Headteacher's discretion

This policy should be read in conjunction with the following documents:

- Music Policy
- Data Protection Policy

## Department for Education – Charging for school activities guidance May 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

### Residential visits

At Herne, we do not charge for:

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

At Herne, we do charge for:

- Board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found at <https://www.gov.uk/apply-free-school-meals>

Reviewed by Business Manager – Rebecca Loader	Spring 2025
Approved Headteacher – Sue Sayers	Spring 2025
Presented to Full Governing Body	FGB May 25
Next review	April 2026

## APPENDIX

The maximum fee that may be charged for a print copy of information, provided pursuant to a subject access request, is set out in the [\*Data Protection \(Subject Access\) \(Fees and Miscellaneous Provisions\) Regulations 2000 \(SI 2000/191\)\*](#):

Number of pages	Maximum fee		Number of pages	Maximum fee
1-19	£1		100-149	£10
20-29	£2		150-199	£15
30-39	£3		200-249	£20
40-49	£4		250-299	£25
50-59	£5		300-349	£30
60-69	£6		350-399	£35
70-79	£7		400-449	£40
80-89	£8		450-499	£45
90-99	£9		500+	£50