

Hayfield Lane Primary School

CHARGING AND REMISSIONS POLICY

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors. It should be read in conjunction with the School's Finance Policy and Lettings Policy.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours, except where teaching individual pupils or groups of up to four to play a musical instrument is provided by peripatetic music teachers from Doncaster's Music Service.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside or within school hours when these activities are not a necessary part of the national curriculum.

Charging for School Activities

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

School Visits

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held outside or within school times that are regarded as "optional extras" are passed on to parents in full.

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Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost. Parents have the option of paying by installment over a number of months.

Music Tuition

Charges are made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of the National Curriculum i.e. children who wish to learn to play a musical instrument in lessons led by peripatetic music teachers from Doncaster's Music Service.

Each $\frac{1}{2}$ term the cost of teaching hours is divided by the number of children participating and the charges are passed on in part to parents, with the remissions policy/ pupil premium being applied/considered as appropriate.

Extra Curricular Activities

The school offers a varied range of optional extra-curricular activities to extend and enrich the curriculum. When an outside provider leads a club their fee is passed directly on to the parents of the children who participate. Charges for extra-curricular activities are passed on to parents on a termly basis. Parents are informed that the full fee for the term applies even if their child misses some sessions as the fee of the provider has to be covered.

Materials

The school's delegated budget generally covers the costs of ingredients for Food Technology sessions and materials for craft/D.T./Art lessons.

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Uniform

The school orders school uniform ties, cardigans, jumpers and coats on behalf of parents from our approved supplier. This is a service provided to parents and is non profit making with uniform charges matching the cost price.

Voluntary Contributions

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the school's own resources are known to be inadequate to meet the desired range and level of service to be offered to the children.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no child is left out of an activity because his or her parents cannot or will not make a contribution of any kind, however if contributions received do not cover the cost sufficiently to make the visit viable, the visit may have to be cancelled.

Voluntary contributions are sought from parents in receipt of Income Support or Family Credit in line with the remissions policy.

The following is a list of activities organised by the school, for which voluntary contributions could be requested from parents:

- Sporting activities which require transport expenses
- Whole class visits to the theatre
- Whole class visits to art galleries
- Whole class visits to museums
- School educational visits

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Remission of Charges

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a child is in receipt of the following benefits;

- Free School Meals
- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

Reviewed: October 2025