



Hele's School

Charging and Remissions Policy

This policy was approved by the HAB on 11 March 2025

This policy will be reviewed annually on or before January 31.

Review Period:	Annually	Person/Group responsible:	School Business Accountant/ HAB
		Last review date:	January 2025

Hele's School Charging and Remissions Policy

Rationale

Hele's school believes that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parent's financial means. This charging and 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 students taking full advantage of the opportunities.

1. Admissions

1.1 There is no charge for admissions.

2. School meals

2.1 There is no charge for children who are entitled to free school meals.

2.2 Pupils who are not entitled to free school meals will be charged accordingly.

3. Public examinations

3.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

3.2 However, if the pupil fails without good reason to meet any examination requirement for a syllabus, the school may recover the fee incurred from that pupil's parents.

3.3 A charge will be made should parents/pupils ask to re-sit exams.

4. Activities that take place during school hours

4.1 Subject to the limited exceptions outlined in this policy, the school does not charge for education provided during school hours.

We may charge for:

- a) books and materials that the parent wishes the child to keep (the cost will be made clear to the parents)
- b) optional extras (**section 5.2**).
- c) music or vocal tuition (**section 9**).
- d) There may be a voluntary charge during school hours to school-organised activities.

5. Activities that take place outside of school hours (non-residential)

5.1 There is no charge for activities that take place outside of school hours when they are:

- a) part of the set curriculum
- b) part of the syllabus for a public examination that the pupil is being prepared for by the school
- c) part of the school's basic curriculum for religious education.

5.2 The school **will** charge for optional extras. Optional extras are:

- a) education provided outside of school time that is **not**:
 - part of the National Curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - part of religious education
- b) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- c) transport that is not taking the pupil to school or to other premises where the local authority or school has arranged for the pupil to be provided with education.
- d) board and lodging for a pupil on a residential visit.

5.3 The Principal will decide when it is necessary to charge for optional activities and will be guided by the School Business Accountant. In calculating the cost of an optional extra, an amount will be included in relation to:

- a) any materials, books, instruments or equipment provided in connection with the optional extra
- b) the cost of buildings and accommodation
- c) non-teaching staff
- d) teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- e) the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- f) an administrative charge for the use of ParentPay.

5.4 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, and charges will not exceed the actual cost (per child) of provision. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

5.5 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made. Should a balance of £5 or more remain following all expenditure being accounted for, a refund will be made as soon as possible after the activity/optional extra.

6. Activities that take place *partly* during school hours either on or off site

6.1 Where the majority of a non-residential activity takes place during school hours, the charging of the activity will be the same as is outlined in **section 4**.

7. Transport

7.1 The school **does not** charge for:

- a. transporting pupils to or from the school's premises where the local authority has a statutory obligation to provide transport.
- b. transporting pupils to other premises where the school or local authority has arranged for pupils to be educated.
- c. transport that enables a pupil to meet an examination requirement at another venue when they have been prepared for that examination by the school.
- d. transport provided in connection with an educational visit.

8. Residential activities

8.1 The school **does not** charge for:

- a) education provided on any visit that takes place during school hours
- b) 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
- c) supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

8.2 The school **will** charge for:

- a) **Board and lodging** - When any visit has been 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. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see **section 12** for more guidance on remissions).
- b) **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.
- c) **Activities** - The school may charge for residential and non-residential activities that fall outside of school hours.

9. Music, instrumental or vocal tuition

9.1 Hele's School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

9.2 Charges **will** 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).

9.3 The school may charge for teaching requested by parents and delivered by specialist tutors given to 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. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

9.4 The charges will not exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

9.5 The school will not charge **if** the music tuition is part of the National Curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

9.6 Hele's school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be reduced for pupils on free school meals, with financial support available from the Pupil Premium allowance allocated to each child in receipt of the free school meals each year.

9.7 No charge will be made if the tuition is provided to a pupil who is looked after by a local authority.

10. Extended services

10.1 Hele's school is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- a) high-quality learning opportunities either side of the school day
- b) ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- c) ways of increasing pupil engagement
- d) ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

10.2 Charges may be made but will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

11. Damage to property and breakages

11.1 Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

11.2 Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible for some or all of the cost.

11.3 Whether or not these charges will be made will be decided by the Principal and is dependent on the situation.

12. Remissions

12.1 Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £19,995)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit

12.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

12.3 An annual allowance is made available from Pupil Premium funding to support students on free school meals or in the 'ever 6' category to support them with school trips, music and singing tuition, uniform, etc. The level of this allowance will be determined annually by the Principal, the school's Pupil Premium Lead, and the School Business Accountant.

12.4 The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Principal and School Business Accountant.

13. Voluntary contributions

13.1 Separate from the matter of charging, school may seek voluntary contributions to offer a wide variety of experiences to students.

13.2 There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents who do not make such contributions will be treated no differently from those who have.

13.3 Where it is intended that an activity is to be funded by voluntary contributions, the Principal/Activity Leader will ensure that parents/carers are made aware at the outset that:

- a. the activity cannot be funded without voluntary contributions
- b. there is no obligation to make any contribution
- c. if insufficient voluntary contributions are raised to fund the activity, and the school is unable to fund it from some other source, then the activity will be cancelled. If the activity is cancelled all monies paid will be returned to parents.

13.4 No child will be excluded from an activity because his or her parents are unable or unwilling to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate

in the activity. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

14. Refunds

14.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

14.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Principal. If approved, refunds will be processed via the original method of payment.

14.3 The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

15. Complaints

15.1 Complaints regarding this policy or its application should be raised under the school's usual complaints procedure.