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Introduction

Education provided at Hawthorn Tree Primary School is free of charge where it takes place wholly or mainly during school hours or outside school hours and:

- is required as part of the National Curriculum either during or outside school hours
- fulfils requirements specified in the syllabus for a prescribed public examination
- relates to religious education

(The lunch hour is not considered to be part of the school day)

Responsibilities

The school governing body are responsible for determining the content of this policy and the head teacher for implementation. Any determinations in respect of individual parents and/or charges will be considered by the head teacher.

Prohibition of charges

The governing body recognises that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination
- Instrumental or vocal tuition if the tuition is required as an essential part of the curriculum
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transport provided in connection with an educational trip

Voluntary Contributions

Parents will be invited to make voluntary contributions towards the cost of an activity which takes place during school hours but there is no obligation to contribute and pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution. For those in receipt of Pupil Premium funding, a 50% contribution will be suggested. (A list of prescribed benefits linked to Pupil Premium funding are found under 'Remissions')

School visits (non curriculum)

Charges made to parents will not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any shortfall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost. Children who are in receipt of Pupil Premium funding will receive a 50% reduction to any charges. (A list of prescribed benefits linked to Pupil Premium funding are found under 'Remissions')

Remissions:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Where the school does not receive sufficient voluntary contributions and there is no way to make up the shortfall then the visit may be cancelled. In these instances parents will receive a full refund – unless a non returnable deposit has previously been paid either by the parents or the school.

Music Tuition

A charge will be made for individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. Children who are in receipt of Pupil Premium funding will receive a 50% reduction to any charges.

Board and lodging on residential visits

A charge will be made for the above. Children who are in receipt of Pupil Premium funding will receive a 50% reduction to any charges. (other costs such as transport may be financed by voluntary contribution or from other sources)

School Clubs (before/after school, lunchtime)

Charges will be made for all school clubs including, but not limited to: Multiskills, Cheerleading, Netball, Archery, Football, Golf. Charges for these activities will be determined by the external provider or school staff costs. Any transport costs due to attendance at tournaments or special events will be financed by the school

School Meals

Charges for school meals are based on the charge made by the supplier and are reviewed accordingly. All children in Reception, Key Stage 1 and Key Stage 2 are eligible for Universal Free School Meals. Parents may apply to Lincolnshire County Council for free meals for their child if they are in receipt of prescribed benefits (See 'Remissions'). The charge for staff taking a meal with the children will be met by the school (provided there are sufficient portions left after all the children have been allocated a meal) Staff may order and purchase meals at the same cost should they not wish to take their meal with the children.

School Milk

Milk is provided free of charge for those children in receipt of Pupil Premium funding.

Swimming

The school arrange for weekly swimming lessons as part of the National Curriculum. The school pays for the cost of tuition but parents will be asked for a contribution towards the cost of transport and admission to the pool.

Charging for Breakages, damage or loss

Subject to the school recognizing that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of poor behaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for willful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

Hire of Rooms

External groups / organisations wishing to use part of the school premises for activities will be charged an hourly rate based on guidelines supplied by Lincolnshire County Council and taking into account the size and type of activity.

UNICEF

As a UNICEF Rights respecting school, this Hawthorn Tree Policy recognises the following articles: 2, 3, 4, 5, 7, 8, 12, 13, 14, 15, 16, 17, 19, 24, 28, 29, 30, 31, 39, 42. Please visit <https://www.unicef.org/rightsite/files/uncrcchildfriendlylanguage.pdf> for more detail.