

# Charging and Remissions Policy

Where education is more than what you know,  
it's who you can become...

Adopted	<b>Hujjat Trust Board</b>
Date	<b>June 2025</b>
Owner	<b>HPS SLT</b>
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**HUJJAT  
PRIMARY  
SCHOOL**

## VISION

To be an outstanding, happy and inclusive school that cultivates our relationship with God through the conduct and teachings of Prophet Muhammad (Peace be upon him). A place where children can indulge their intellectual curiosity, develop a love for learning, and build the foundations to become ethical, responsible and inspirational members of society.

## MISSION

- We will facilitate the well-being and growth of every child's mind, body and character through:
  - Nurturing children within a safe and caring learning environment to realise their full potential;
  - Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
  - Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
  - Fostering learners who are able to think, question and reflect independently;
  - Developing confident, respectful and effective communicators who can express themselves and make informed choices;
  - Encouraging positive relationships;
  - Listening deeply and accepting every child as a gift from God.
- This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

## VALUES

- Integrity
- Respect
- Compassion
- Excellence
- Service
- Gratitude

## Statement of Intent

The Trust is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The Trust will ensure that this policy is published on their websites and provides each school community with details of activities for which a school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

This policy is monitored by the Trust Board and will be reviewed every year in line with the Academies Trust Handbook or earlier if necessary.

## Roles and responsibilities

### **The Trust Board will be responsible for:**

- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

### **The headteacher will be responsible for:**

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

### **The School Business Officer will:**

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

## CHARGING IN EDUCATION

In accordance with the Education Act 1996 the school does not charge for any materials or activities undertaken as part of the National Curriculum. However, the school is permitted to make a charge for some areas of activity and for some materials allowing the school to provide a wider scope of experience and learning. This policy sets out how Hujjat Primary School charges for these activities and materials and in what circumstances remissions are permitted.

Schools cannot charge for:

- 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 the school's basic curriculum for religious education.
- Admission applications

We may charge parents for the following

- Optional extras (see below)
- Use of community facilities
- Materials, books, instruments or equipment, where they desire their child to own them
- Provision of information within the scope of freedom of information. Please refer to the Freedom of Information Policy for further detail of charges.

## OPTIONAL EXTRAS

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. The following is a list of optional extras organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

Education provided outside of school time that is not:

- a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- or
- c) part of religious education.

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

**When calculating the cost of optional extras, Trust schools will only take into account the following:**

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff The cost of teaching staff (including teaching assistants) under contracts for services purely to provide the optional extra

Trust schools will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

## OHSL – (OUT OF HOURS SCHOOL LEARNING)

The school will offer additional opportunities for pupils in Key stage 1 and Key stage 2 to engage in a full range of extra-curricular activities after school or during lunchtime. The school commissions outside providers with specialist knowledge to run some of the clubs, broadening and enriching the children's experience. Due to the range of clubs available and the number of children who attend, the school encounters high costs for the running of this extracurricular provision. The main aim of the school is to involve as many children as possible in OHSL at as little cost as possible to engender in children a love of learning.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

## Voluntary Contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions

## DAY TRIPS

When organising trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.

*The formula to calculate the cost is: trip cost + travel cost (ex VAT) = voluntary contribution.*

The voluntary contribution will be rounded up to the nearest 50p

## CHILDREN ATTENDING TRIPS

The school is clear from the outset if an activity cannot be funded without voluntary contribution. The Headteacher makes it clear to parents that there is no obligation to make any contribution but if the school does not receive sufficient voluntary contributions, the trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. The school does not treat these children differently from any others. If a parent wishes their child to take part in a curricular school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

## RESIDENTIAL VISITS

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and request a contribution towards travel expenses.

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

Trust schools will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

## Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.

- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.

## EQUIPMENT

The school provides materials for a range of activities including D&T and Food Technology, particularly artefacts produced in OHSL opportunities.

Parents/carers may be charged for the cost of ingredients and materials needed for these subjects if parents/carers wish to own the finished product.

## SWIMMING

Swimming is compulsory and part of the National Curriculum. The school will fund the cost of the swimming lessons provided at Hatch End Swimming Pool. Parents will be asked to contribute towards the cost of coach transportation for pupils to swimming lessons during the school day.

## NON-CURRICULAR ACTIVITIES

Parents will be charged for non-curricular school trips and activities.

## Damaged or Lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

## CLASS READERS AND LIBRARY BOOKS

Parents will be charged for lost/damaged books. All lost or damaged books will be charged at £5 per book.

## DEBT RECOVERY

The school will use the Debt Recovery policy to recover debts for all chargeable activities if payment is not received without prior agreement from the Headteacher.

## REMISSIONS

The school makes every effort to accommodate parents on low income by accepting payments in installments wherever appropriate. Subsidised rates for those on a low income are considered where deemed appropriate. The Headteacher will consider sympathetically cases of genuine need and will endeavour to remit charges, where necessary, from the school budget.

Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Any discussion with parents/carers will be confidential.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

Income Support

Income Based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year

The guarantee element of State Pension Credit

An income related employment and support allowance

Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.

Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

## REFUNDS

Refunds In the event that a trip or event is cancelled, families will have the payment made towards that trip or event refunded. If a child is unable to attend a trip owing to sickness, refunds will be made on request. The school is unable to refund deposits for residential trips.

Refunds to withdraw from extra-curricular clubs will only be made where there is a waiting list and the place filled. The school will make every effort to move a pupil to an alternative club before any refunds are considered. Administration charge will apply for all changes

## DONATIONS TO SCHOOL FUNDS

Parents who would like to contribute to school funds can contact the school office. All donations are gratefully accepted. Parents are also encouraged to contact the chair of the school's Friends, which is responsible for raising additional funds for the school.

## Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information