

# Charging and Remissions Policy

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

Adopted	<b>Hujjat Trust Board</b>
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Owner	<b>David Poole</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

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## **POLICY PURPOSE**

The purpose of this policy is to outline the procedure for charging and remissions.

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.

## **CHARGING POLICY**

### **INTRODUCTION**

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;
- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent; • entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### **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:

1. 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.
2. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
3. 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);
4. Board and lodging for a pupil on a residential visit;
5. Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

## 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.

## CHILDREN ATTENDING TRIPS

The voluntary contribution will be rounded up to the nearest 50p. The school is clear from the outset if an activity cannot be funded without the 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.

## MUSIC TUITION

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument including vocal tuition. All children study music as part of the normal school curriculum. This is not charged for. There is a charge however for individual or group music tuition provided at the request of the parent. Charges may not exceed the cost of the provision. Parents are given information about available additional music tuition at the start of each academic year. At Hujjat Primary School music tuition is provided by the Harrow Schools Music. If a music teacher is absent, every endeavour will be made for the teacher to provide a session on a different day. No refunds are made for a child's absence. Parents are required to provide notice of half a term if music lessons are to be terminated. This is made clear at the outset. No charge may be made in respect of a pupil who is looked after by the local authority (section 22 of the Children Act 1989).

## 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.

## **CYCLE TRAINING**

The school will offer Cycling Proficiency Training to children in years 5 and 6. Cycling proficiency is a non-curricular provision and costs incurred by the school will be charged to parents/carers.

## **FAMILIARISATION**

The school will offer year six children 'Familiarisation' sessions to help them through the aptitude tests, which are part of the admission process for some of the local secondary schools. This is non-curricular provision and the school charges for this service.

## **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.

## **NON-CURRICULAR ACTIVITIES**

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

## **CLASS READERS AND LIBRARY BOOKS**

Parents will be charged for lost/damaged books. Class readers will be charged at £4 per book, Library book charges will be dependent on the value of the lost 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. Any discussion with parents/carers will be confidential.

## PUPIL PREMIUM

In addition to Harrow Council remissions, the school provides additional financial help to pupils who are or have been in receipt of Free School meals in the last 6 years (Ever6) (see Charging Policy -Appendix 1). The school may subsidise individual children or classes in other ways during the school year.

## 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.

## CONTRIBUTION 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.



## APPENDIX 1

### Remissions Chart

Please make sure remissions clauses are included in all letters concerning the following charges or contributions. If there is a child who is not Ever6 but you feel they may benefit from some sort of remission please do speak to the Headteacher.

#### Pupil Premium Remissions

FSM

D&T and Food Tech ingredients and materials 100%

Music Lessons (as agreed) 100%

Clubs 50%

Curriculum trip contribution 50%

Residential trip charge 50%

Familiarisation charge 50%

Cycling Proficiency charge 50%