Hayes Park School
Learning for life

Date last reviewed	Spring 2026
Agreed at Governors	22.01.2026
Date to be reviewed	Spring 2027

Electronic signature of chair of governing body committee at which the policy was approved.

CHARGING and REMISSIONS FOR SCHOOL ACTIVITIES POLICY

This policy should be read in conjunction with:

- The Pupil Premium Report (available on the school website)

Introduction

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities. This policy accurately reflects the terms of the Education Act 1996.

Hayes Park School will ensure that they inform parents on low incomes (defined as those in receipt of the benefits listed on page 3 of this policy) of the support available to them when being asked for contributions towards the cost of school visits.

School Hours

School hours are those hours when the school is actually in session and do not include the break in the middle of the school day.

The start and finish of the morning and afternoon sessions are as follows:

Session	KS2	KS1	Reception	Nursery
Morning	8.50 to 12.15	8.50 to 12.15	8:50 to 11:30	8.30 to 11.30
Afternoon	1.15 to 3.20	1.15 to 3.20	12:30 to 3:20	12.15 to 3.15 30 hrs: 8:30 to 3:15

Where an activity takes place during and partly outside school hours, the Act prescribes a basis for determining whether it is deemed to take place either in or outside school hours.

Charging

Hayes Park School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes the child to own them

- optional extras (see below)
- music and vocal tuition, in limited circumstances
- community facilities
- certain early years provision

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. Optional extras are:

- 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

    c) part of religious education

- extra-curricular activities
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)
- transport other than that 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

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- the cost of buildings and accommodation
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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

Voluntary Contributions

Hayes Park School will seek voluntary contributions for the benefit of the school, and towards any school activities and certain items (such as pupil planners and homework books). However, if the activity/items cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity, or not provided with an item, simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. Hayes Park School will make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

Residential Visits

Hayes Park School **cannot** charge for:

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

Hayes Park School **can** charge for:

- board and lodging and the charge must not exceed the actual cost

When Hayes Park School informs parents about a forthcoming visit, they will make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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)

Music Tuition

A charge will be made for music tuition and instrument hire provided by the Hillingdon Music Service. Application for a reduced rate will be considered by Hillingdon Music service.

Remissions

Hayes Park School has determined:

- There will be no further circumstances under which charges for board and lodging shall be remitted other than those stated under Residential Visits above

- There may be a remission of charges in whole, or part for an activity provided as an optional extra by the school for children who are eligible for Pupil Premium Funding

- As a matter of course, to offer a remission of one Extra Curricular Activity per term for children who are eligible for Pupil Premium Funding

- There may be a remission of charges for families of multiple births or for families with adopted children or children of the same age, living in the same household. This will be considered on a case by case basis.

Complaints

Any complaint made by a parent concerning charges or the remission of charges will be dealt with through the Resources and Finance Committee.

Reviewing and updates

Reviewing Charging & Remissions Policy will take place on an annual basis, or as other sooner if required.