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## **Riverside Community Special School Charging and Remissions Policy**

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Policy by: Josie Payne/HCC

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Presented to Full Governing Body: 27.11.2025

To be reviewed annually.

Admin/current Policies/2024

(This policy is available on our school website and is available on request from each school office. We also inform parents/carers about this policy when their children join our schools.)

This policy will be reviewed in full (by the Governing Body) on at least an annual basis.

Riverside School aims to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities. Within the context of the Public Sector Equality Duty Policy and curriculum it is school practice that all children should have access to the same range of curricular activities opportunities as they progress through the school.

Charges are based on Hampshire's Manual of Financial Practice and Procedure, which is adopted by Riverside School.

Riverside School makes no charge for National Curriculum and related activities in school time.

We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. All children participate in the full range of school visits and activities, including residential activities, regardless of whether or not a voluntary contribution is received. Support is available towards part or all of the cost of an activity where there are financial difficulties or the family is in receipt of relevant benefits (please see below). No child is excluded from any such activity on the basis of non-contribution.

If the school were to be in a position where the activity could not be undertaken by all the children concerned due to lack of funds, then the activity would not take place.

### KEY RESPONSIBILITIES

The Governors will:

- Review and amend the charging and remission policy; and
- Review annually the charges for supplies and services, and will monitor whether actual income is in line with anticipated income.

The Riverside School Finance Manager will:

- Be responsible for drafting proposals for charges
- Provide reports for the Governors
- Provide effective financial administration enabling budget management
- Manage the letting of school premises
- Maintain efficient and effective information systems
- Arrange management of the premises during lettings with the School Site Manager.

Users will

- Abide by the terms and conditions and hiring agreement

## CHARGING PROCEDURES

### **School Meals**

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

Pupils who are not entitled to free school meals will be charged a set amount, which is decided by Hampshire County Council.

### **Offsite Extra-Curriculum activities**

A voluntary contribution, not exceeding the actual cost, will be requested. As a last resort, because of limited budgets, we may have to cancel some trips that we might wish to offer if voluntary contributions are not forthcoming. If the activity is cancelled all monies paid will be returned to parents and carers.

### **Onsite Curriculum Enriching Activities**

Musical Instrument Teaching (if provided)

Class based specialist teaching will be provided free of charge. If we decide to offer instrumental lessons to individuals or small groups this will be met by charges to parents and carers. Charges are set on an annual basis and paid termly in advance. Parents and carers will be expected to hire or buy their child's own instrument.

### **Extra-Curricular Clubs**

A charge may be levied for participation in extra-curriculum activities to meet the costs of materials and staffing as needed.

### **Residential Visits**

A charge, not exceeding the total cost, will be made for any specialist tuition, activities and residency fees.

### **Damage to Property and Breakages**

Where school property has been wilfully or recklessly damaged by a pupil, The school may charge parents and carers for some or all of the cost of repair or replacements.

Whether or not these charges will be made, will be decided by the Head teacher and dependent on the situation.

### **Letting of premises**

These charges are set on the basis of HCC suggested rates of hire and are discussed and agreed at the point of hire.

### **Hire of Minibuses and School vehicles.**

Hire of minibuses/MPVs is strictly to other HCC schools or community groups on request. Charges will be negotiated accordingly and agreed with the hirer.

The school does not permit school vehicles to be used by private individuals or for private use by HCC employees as they are not insured for this purpose.

### **Charges for Services**

Photocopying will be charged at 10p per copy.

### **REMISSION AND CONCESSIONS**

**The school will consider the remission of charges to parents and carers who receive the following support payments:**

- 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 £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit (where the person does not have an annual net earned income of more than £7400, as assessed by earnings up to three most recent assessment periods)

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

The Head teacher will authorise the remission of charges.

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 Head teacher and Governing Body.

### **Inability or unwillingness to pay**

The School is committed to ensuring fair access and treatment of all pupils, and this

means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

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.

### **Complaints**

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.