



Please read the following local arrangements in conjunction with the ELAT Charging and Remissions Policy found here: [ELAT Finance Policy 2022-23 \(elatschools.co.uk\)](https://elatschools.co.uk)

## Board and Lodging

Where a school activity requires pupils to spend nights away from home, the school will make a charge to cover board and lodging costs whether or not the residential trip is deemed to have taken place in school hours. Consideration is given for some remission for those pupils who are eligible for free school meals.

## Costs of Residential Visits

Charges will only be made for the costs if they are largely out of school time, and are not required by the National Curriculum, the syllabus for a public examination or for statutory religious education purposes. However, parents/carers may be asked to make voluntary contributions\* based on the actual costs of the visits.

## Non-residential Visits

Charges will be levied where the activities are provided wholly or mainly outside of school hours\*\*, and where they are not a necessary part of the National Curriculum or syllabus for an approved examination or religious education. The charges will include

- travel costs
- materials, books, instruments, and any other equipment
- any additional staff costs
- entrance fees to facilities
- insurance costs

Where visits or activities are provided within school hours, parents are invited to make voluntary contributions towards the cost of the visit or activity. Payment is purely on a voluntary basis and the children of those who do not pay will not be treated any differently to those that do. Where insufficient contributions are received to cover the cost of a visit or activity, consideration is given to subsidising the event and/or it may be that visits or activities are cancelled.

## Charging for Finished Products

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents/carers have indicated in advance that they would like their child to bring home the finished product.



## Public Examinations

Charges will be levied as follows:

- the examination is on the set list but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the Academy originally paid or agreed to pay the entry fee.

A charge will also be made for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

## Disadvantage Subsidy Initiative – Pupil Premium

Hacton Primary School is a member of the Upminster & Cranham Locality Group. From 1 April 2010 until further notice, schools within the Locality will be part of the Disadvantage Subsidy initiative.

Through this initiative, schools have access to additional funding to be used specifically to allow disadvantaged pupils to take part in a range of out-of-school hours activities.

Pupils who will benefit from the Subsidy will be identified by the school in accordance with the guidelines agreed by all the schools in the Upminster & Cranham Locality Group.

## Nursery

All children are currently entitled to 15 hours of Nursery provision from the term after their third birthday. There is no charge for children eligible for 15 hours.

Some parents will be eligible for 30 hours Nursery provision and would need to apply for an eligibility code at <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>. These parents will need to pay an additional charge of £2.50 per day to cover the lunchtime period.

If there are spaces available, it may be possible for parents to pay for extra sessions if they are not eligible for 30 hours. Fees for extra sessions are as follows:

Lunchtime session	£2.50
AM or PM session	£15.57

All fees are payable a month in advance. Failure to do this will result in the nursery place being rescinded. One full half term's notice is required, in writing, in respect of cancellation of a child's place at nursery.



Notes:

- \* Although schools may not charge for school time activities, apart from music tuition, as above, they can invite parents to make voluntary contributions. It must be made clear though that payment is purely on a voluntary basis, and that the children of those who do not pay will not be treated any differently to those that do.
- \*\* The following examples may assist schools in determining if a trip is either largely in or out of school time:
  - Pupils are away from school from noon on Wednesday to 9pm on Sunday. This counts as nine half days and includes five school sessions and, therefore, the trip is deemed to have taken place in school time.
  - Pupils are away from school from noon on Thursday until 9pm on Sunday. This equates to seven half days including 3 school sessions and is, therefore, deemed to have taken place outside school time.
  - The above calculations take into account regulations that require school days to be divided into two sessions. A half day means any period of twelve hours ending with noon or midnight on any day. Therefore, even though the above trips continued well into the evening on the day of return, they do not contain more than two sessions.

This local variation is reviewed in line with the ELAT Finance policy annually. Next review date: Autumn Term 2023