

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

BRIGHSTONE C.E.

PRIMARY SCHOOL



**CHARGING AND
REMISSIONS POLICY**

Date Agreed: 20 March 2019, Review Date: March 2021

Signed: _____
Chair of Governors, Mrs D Nicholson

Revision No.	Date Issued	Prepared by:	Approved by:	Comment
1	11 th Oct. 2011	AJ	LMC	
2	25 th Sept. 2012	AJ	LMC	
3	21 st Jan. 2014	KH	LMC	Ref. to use of pupil premium to pay for trips.
4	14 th Dec 2014	KH	LMC	
5	12 th Jan 2016	KS	FGB	No changes
6	Jan 2017	ES	L&M	Addition of Transport, Residential Visits and Optional Extras in line with DfE Guidance. Clarity regarding remissions
7	11 Mar 2019	ES	L&M	Includes clarity under remissions for pupils who are in receipt of Pupil Premium. Reference made to DfE Guidance issued May18

1. Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal, spiritual and social education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities.

2. Voluntary Contributions

When additional activities are planned during school time, parents will be invited to make a voluntary contribution towards the cost of the activity. There will be no obligation to contribute and children will not be treated differently if no contribution is made. Parents may also be offered the opportunity to pay in managed instalments.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time. They will be made aware of this in the letter requesting their voluntary contributions.

3. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities in school hours: Charges may be made for the board and lodging element of residential activities that take place during school hours e.g. annual school journeys.

Activities out of school hours: A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held at lunch time or after school.

Music Tuition: Charges will be made to cover the cost to the pupil for providing instrumental tuition from a peripatetic music teacher. This may also include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instrument and case, and such items that need replacement on account of wear and tear or misuse. Parents/Guardians will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, i.e. for Cooking and Textiles, Design and Technology, Art and Design.

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Transport: We **cannot** charge for:

- a) transporting registered pupils to or from the premises, where the Local Education Authority has a statutory obligation to provide transport;
- b) transporting registered pupils to other premises where the Local Governing Body or Local Authority has arranged for pupils to be educated;
- c) transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- d) transport provided in connection with an educational visit; although we can ask for a voluntary donation

Residential Visits: We **cannot** charge for:

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

Board and Lodgings

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 4** for more guidance on remissions).

Optional extras

We will charge for optional extras that are deemed to be:

- a) education provided outside of school time that is **not**:
 - part of the National Curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - part of religious education
- b) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- c) transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- d) board and lodging for a pupil on a residential visit.

The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities.

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 4 remissions**).

When 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
- teaching staff engaged under contracts for services purely to provide an optional extra, including 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

4. Remissions

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full to the Headteacher.

In particular we will give consideration to the remission of charges to parents or 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)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

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

The headteacher and chair of governors 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 governing body and headteacher.

Currently pupils who are in receipt of pupil premium have at least one club free of charge and one music tuition lesson subsidised by 50%

Authorisation of remission will be made by the Headteacher.