

Broughton Fields Primary School



CHARGING AND REMISSIONS POLICY

September 2020

Adopted 09/10/20

Next review date: October 2022

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance and complements the school's Finance Policy and Educational Visits Policy.

Definition

The school day is normally defined as: 8:35 – 12:00 to 1:00 – 3:05. These times are altered currently in response to the Coronavirus pandemic.

The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy every two years.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or small groups of pupils for peripatetic music lessons. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, transport (to swimming for example) and educational visits.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities]

From time to time we may invite a non-school based organisation such as *eg – a visiting drama group or storyteller* to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example, *theatre visit, O2 Mass Choir visits*. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Residential

Residential visits occur at various points throughout the year. These are always communicated to parents well in advance, giving plenty of notice of the cost and payment options. We put payment plans in place allowing parents to pay in instalments. Where parents are having difficulty paying, we may agree to charge for board and lodging only or come to an agreement where the parent pays a set amount of the total cost. Where school is in receipt of Pupil Premium for the child this may be used to subsidise the cost. There may also be very exceptional circumstances, at the discretion of the Headteacher, where school will consider assistance with costs.

Minibus - The school does not have a minibus.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and Pupil Premium Funding.

Each case for support/assistance will be considered on an individual basis; see considering assistance guidance.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors may consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Damage to school property

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for wilful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

Pupil Premium:

Based on Free school meal eligibility, current criteria is the receipt of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit and have annual gross income of no more than {the current level})
- Work Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit

Other circumstances that may be considered, **at the discretion of the Headteacher**, for Residential subsidy may include:

- If a family are working and in receipt of Working Tax Credits but school have been given reason to believe that the child falls into the category of 'absolute' or 'relative' poverty.
- Where a child is currently receiving additional Social/Emotional support in school due to exceptional family circumstances when the emotional and/or educational benefit to the child of attending the rip is considered, by school, to outweigh the cost.
- When the child has limited life experiences and parents refuse to contribute but school consider the child's participation will enhance their learning and understanding of the world.

N Hearn
September 2020

Date of next review
October 2022