

Burton CE Primary School

Charging and Remissions Policy



**Burton C of E
Primary School**

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Signed by: <i>Tom Brooks (Vice Chair of Gove)</i>
Approval committee: Finance Committee

Burton CE Primary School

Charging and Remissions Policy

Every school must have, and publish for parents, its charging policy. This policy lists the governors' decisions.

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts..

Aims

Our school aims to:

1. To encourage the varied pattern of educational visits and other activities which enrich the curriculum for the children.
2. To emphasise support for the staff who organise and devote much time to these activities.
3. Have robust, clear processes in place for charging and remissions
4. Clearly set out the types of activity that can be charged for and when charges will and will not be made
5. Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Definitions:

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

General Principles:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips; clubs and residential experiences can make towards the pupils' education and curriculum diversity.

The school is bound by strict budgetary controls; however the Governing Body is allowed to ask for voluntary contributions for the benefit of the school or any school activities. The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. All education during school hours is free. Burton Primary School does not charge for any activity undertaken as an essential part of the National Curriculum but will ask for voluntary contributions to cover the cost of activities which will enhance teaching and learning.

Roles and Responsibilities:

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee.

Monitoring the implementation of this policy has been delegated to the Finance Committee.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges will/ will not be made

Books and equipment

The school provides all books and equipment that children need to meet the requirements of the National Curriculum. Charges for books and equipment will only be made where parents wish the child to own them. Parents of pupils who lose or damage books or equipment issued to them may be expected to pay the cost of replacement or repair if it is felt the damage was wilful, malicious or wholly avoidable.

Charging for materials

Materials used in Craft, Cookery and other allied activities will not be charged for. If items used/made are taken home it may be requested that parents will make a voluntary contribution to cover the cost of specific and more expensive materials

Visitors, Day Trips and Residential Visits

A request for contributions will be calculated by dividing the cost equally amongst the number of pupils involved and will not exceed the total cost of providing the activity.

When a trip/activity is planned, full details will be sent to parents/guardians outlining the level of voluntary contribution sought and the date by which the contribution will need to be paid. This is to avoid the school incurring cancellation fees and/or a loss of deposit due to insufficient voluntary contributions being received and the trip/activity having to be cancelled.

The school is happy to accept payments in instalments in the period between details being sent to parents/guardians and the final date for receipt of voluntary contributions.

The Governing Body recommends that if the total value of voluntary contributions falls below 90% of the overall cost, then the trip/activity will be cancelled. The headteacher will make the final decision as to whether planned trips/visitors should be cancelled.

If a trip/activity goes ahead, it may include children whose parents have not paid any contributions. No child will be excluded from an activity because his/her parents are unwilling or unable to pay. Sometimes the school or PTA may pay additional costs in order to support the visit. Where pupils are in receipt of Pupil Premium Funding, this may be used to cover the cost of some trip/ visitor contributions. The school will support parents of PP children and those struggling financially to seek funding from known charitable sources for high cost events such as a residential trip.

Parents/guardians have a right to know how each trip is funded. The school provides this information in the initial trip information letter.

The Governors appreciate the on-going support of the parents and guardians in continuing to make contributions enabling us to provide a range of opportunities for their children.

- Visiting Speakers, Performers etc. - We sometimes need to request voluntary contributions to cover costs where this is to enhance the curriculum offer. Should insufficient donations be received the decision as to whether or not the activity will take place will have to be considered.
- Day Visits - We need to request voluntary contributions to cover the cost of transport, tickets etc. Should insufficient donations be received the decision as to whether or not the visit takes place will have to be considered.
- Residential Visits - A charge will be made for the full cost of board and lodging. We need to request voluntary contributions to cover other costs. Should insufficient donations be received the decision as to whether or not the visit takes place will have to be considered, subject to payment of deposit. The school will cover the cost of any supply/ cover needed for pupils not attending.
- Parents of pupils who are in receipt of free school meals may not through statute be charged for the cost of board and lodging. It is vital that such parents make their position clear to the Headteacher in absolute confidence as soon as possible.

Music Tuition

All children study music as part of the normal school curriculum. There is no charge for this learning. Where instrumental tuition is provided for a whole class or cohort as part of a musicianship programme, there is no charge made for tuition or instrument hire.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. There is a charge for these lessons, which varies depending on the level of learning provided, and participation will be on the basis of parental choice and a willingness to meet the costs involved. Pupil Premium funding may be used to cover the cost of these lessons at the discretion of the inclusion lead.

Loss and Damage to School Property

Parents of a pupil who wilfully damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

Activities out of school hours.

From time-to-time activities may be offered outside school time. If the activity is outside the National Curriculum, it is defined as an optional extra, and a charge will be made to cover the actual cost incurred. Participation in these activities will be on the basis of parental choice and a willingness to meet the cost of the activity.

The school facilitates additional sports coaching after school. This is organised by qualified coaches who are not members of the school staff. They make a small charge for these sessions. Participation in these activities will be on the basis of parental choice and a willingness to meet the cost of the activity.

Pupil Premium funding may be used to cover the cost of these activities at the discretion of the inclusion lead. All activity providers are requested to provide a number of free places for pupils in receipt of Pupil Premium Funding in lieu of rent charges to keep costs to parents to a minimum.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are a part of the National Curriculum; therefore we make no charge for the hire of the facilities and the coaching sessions. Governors will aim to ensure the cost of these lessons are budgeted for – as a minimum for those who cannot swim the required distance. Where possible other sources of funding will be explored to help cover the costs. However, we will ask for a voluntary contribution from parent/Guardians to cover some of the cost of swimming provision. PE and Sport Premium may be used for extra lessons for children who have not yet met the national curriculum expectation after core swimming lessons.

Inclusion

The Governors wish to make it absolutely explicit that no child will be individually excluded from any curriculum activity because of inability or unwillingness to make voluntary contributions.

Selection for places on any activity may be made on grounds of age, ability, aptitude or behaviour at the discretion of the Headteacher. Selection may also be by the drawing of lots if places are limited but decisions will never be made on parental ability to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher every year.

The policy will be reviewed and approved by the Finance Committee every 3 years unless updates or changes are needed following the HT review.