



**Brunswick House**  
Primary School



## **Charging & Remissions Policy**

Ratified On: October 2021

Next Review Date: October 2022

By: Resources

## **Charging & Remissions Policy**

### ***Purpose***

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 9 a.m. to 3.30 p.m.

### ***What was consulted?***

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors.'

### ***Relationship to other school policies***

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

### ***Roles and responsibilities of Headteacher, other staff, governors***

The Headteacher will ensure that the following applies:

### ***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. The staff and governors recognise the importance of activities; that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children.

Voluntary contributions may be sought for such activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### ***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

### ***Residential Visits***

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils who meet the eligibility criteria for pupil premium who will receive a 50% subsidy; and/or whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Charging and Remissions Policy Credit, provided the parent is not entitled to Working Tax Credit, the

guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008 and 28<sup>th</sup> March 2011.

Other charges will be made to cover costs when the number of school sessions missed by the pupil's total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

### ***Music Tuition***

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus, for example piano, woodwind or drum where a peripatetic teacher visits and instructs.

### ***Optional activities outside of the school day***

We may charge for optional, extra activities provided outside of the school day, for example sports clubs run by teachers to cover costs of equipment. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

### ***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. There are three categories of children that would normally qualify for financial support:

- Children who are currently eligible for free school meals (FSM)
- Looked after children
- Armed forces children

Support will also be allocated for pupils on roll that are known to have been eligible for free school meals (FSM) at any time in the last six years (Ever 6).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents; a statement about discount (mutually agreed) with the school. We will consider supporting parents on a case by case basis.

### ***Voluntary Contributions***

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary Contributions to be sought for such activities during the school day which entail additional costs for example a visit to a museum.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated

any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

***Non-accidental damage to school property***

Parents will be asked to pay for non-accidental damage to school property and/or premises caused by their child. The governors wish it to be known that this will only apply when a pupil is found to have deliberately or maliciously damaged school property and/or premises.

***Arrangements for monitoring and evaluation***

The Finance Committee will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children in need of additional support.

***Links to legislation and guidance documents***

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

<http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/index.cfm>