



Brede Primary School

Policy name	Charging & Remissions
Policy status	Statutory
Date approved by governing body	Dec 2018
Review date	Dec 2020

Brede Primary School

Charging and Remissions Policy

1. Aims

The aims of our Charging and Remissions Policy are:

- To have robust, clear processes in place for charging and remissions
- To clearly set out the types of activity that can be charged for and when charges will be made.

2. Objectives

The objectives of our Charging and Remissions Policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to meet the cost.
- To identify those activities for which charges may be levied.
- To determine which charges will be remitted for parents in receipt of eligible benefits.
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school, either in or out of school hours.

3. Charging for Activities during School Hours

3.1 The Governors of Brede Primary School agree that:

- A charge should be levied for ingredients or materials in practical subjects if the parents indicate, at the beginning of each school year, that they wish to keep the finished product.
- A charge should be levied for the provision of music tuition to pupils, either individually or in groups, except where it is provided to fulfil the requirements in the syllabus for a public examination, or where it is part of the National Curriculum.
- A charge may be levied for the board, lodgings, any transportation element and any residential coaching costs of a residential activity, where the school trip takes place mainly during school hours.

3.2 Parents will be charged for:

- Individual music tuition, except where this is provided as part of the National Curriculum
- The board and lodging element of all residential trips and visits
- The cost of ingredients or materials, where parents have expressed a wish to own the finished product

4. Charging for Activities outside School Hours

4.1 The Governors of Brede Primary School agree that a charge may be levied for activities provided outside of school hours, with the following exceptions:

- If the activity is an essential part of the basic curriculum
- If the activity fulfils the statutory duties relating to religious education
- If the participation in the activity is on the basis of parental choice and parental willingness to meet such charges, since the activity is defined as an 'optional extra'.
- If the school agrees to offer an activity at no cost.

4.2 Charges may be defined as including:

- Pupils' travel costs
- Pupils' board and lodging costs
- Materials, books, instruments and other equipment
- Entrance fees to museums, castles, theatres etc.
- Insurance costs
- Engaging teaching staff on a separate contract, specifically for providing the activity (the separate contract may take the form of a letter inviting the teacher to undertake the specific activity in return for payment of expenses and, where appropriate, a fee)
- The cost of repairing or replacing property damaged by pupils or parents

4.3 Charges for individual pupils may not:

- Exceed the cost of providing the 'optional extra' activity divided by the number of participating pupils (i.e. must not incur a profit).
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay.
- Include the cost of an alternative provision for other pupils who do not wish to participate, where a small part of the activity takes place in school hours.

5. Remissions

5.1 On occasions, the Governors of Brede Primary School will remit some or all of the charges for activities where parents are in receipt of:

- Universal credit
- Income Support
- Job Seekers Allowance
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income as assessed by HRMC does not exceed certain limits;
- Support under Part VI of the Immigration & Asylum Act 1999
- The "Guaranteed Element" of Pension Credit.

Where a parent does not receive an eligible benefit, the school will nonetheless consider sympathetically requests for assistance the phasing of contributions.

For the cost of:

1. a residential trip, provided it is part of the National Curriculum or forms part of the syllabus for a prescribed public examination.
2. board and lodging for a residential visit outside school hours.

.2 Remissions

The Governors also delegate the power to the Chair of Governors and Head Teacher to determine any individual case arising from the implementation of the policy.

6. Voluntary Contributions

6.1 Brede Primary School, will seek voluntary contributions from parents for the benefit of the school or any school activities, but we recognise that:

- Such contributions are voluntary and no parent is under any obligation to make a contribution
- Pupils will not be treated differently if their parents have not made a contribution

6.2 Insufficient funds to run an activity

- Should the school seek additional funds through voluntary contributions to

run an activity, but the level of contributions fail to meet the overall cost, the school may decide to cancel the activity.

- The school will provide the information regarding the possibility of cancellation due to the shortfall of contributions in its initial documentation about the activity or visit.