

Barrs Court Primary School

Charging & Remissions Policy

(Statutory Policy Document)

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September 2023



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Charging and Remissions Policy

BARRS COURT PRIMARY SCHOOL Charging and Remissions Policy

The Governing Body of Barrs Court Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

We aim 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.

Charges

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Parents/carers will be asked to make a voluntary contribution in the following circumstances for activities organised by the school:

- Class outings, day visits, residential trips and visiting actors, musicians, authors and other workshops/professionals
- Craft and cooking materials (if the child wishes to own the finished article).
- Forest School
- Musical events
- Sporting events requiring transport expenses
- Miscellaneous e.g. Arts Week
- School Performances (ie Christmas Production, Church Service, End of Year Performance)

Parents/carers will be charged for:

- School Dinners provided by abm Catering Ltd for children in Years 3 - 6. Parents book and pay for meals through ParentPay and the school will provide a log-in.
- Additional music tuition during school hours provided by Red Music. (The peripatetic music teachers teach individual or small group lessons. If parents/carers are experiencing financial difficulty, they are invited to write in confidence to the headteacher. We give parents/carers information about additional music tuition at the start of each academic year
- Breakfast and After-school club (W.A.S.P)
- Clubs provided by teachers/teaching assistants/sports coaches may also involve an additional charge depending on the activity (ie forest school, cooking etc)
- Miscellaneous services e.g photocopying

Replacement materials

We reserve the right to charge for the replacement of any materials, books, instruments or equipment lost or damaged while in a child's possession. Parents/carers will be charged for wilful damage by their child to school property.

Voluntary contributions

When organising activities (including trips and visits) which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the total cost. All contributions are voluntary. **If we do not receive sufficient voluntary contributions, we may have no option but to cancel the activity.** We recognise that if an activity goes ahead, we may not have received a voluntary contribution from all the children/parents although all children will participate in the full trip or activity.

Sometimes the school pays additional costs in order to support the visit. If a child is entitled to Pupil Premium, we will provide financial support wherever possible.

Residential visits

If the school organises a residential visit in school time or mainly school time, a charge is made to cover the cost of board/lodging (including meals) and travel expenses. If a child is entitled to Pupil Premium funding, we work with

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the parents/carers to provide financial support to ensure that every child has the opportunity to take part in this invaluable experience. If any parents/carers are experiencing financial difficulty, they are invited to speak in confidence to a member of the office team and/or write in confidence to the headteacher (see Remissions below).

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

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. This is a chargeable service through Red Music. If parents/carers are experiencing financial difficulty, they are invited to speak in confidence to a member of the office team and/or write in confidence to the headteacher. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We currently make no charge for this activity but this is reviewed annually. We inform parents when these lessons are to take place.

Parent, Teaching & Friends Association (PTFA)

The PTFA raise funds through the provision of community events for the families and friends of the school. They often make contributions towards the cost of a trip/visit e.g transport costs to subsidise the overall cost to parents/carers. .

Remissions

Where the parents/carers of a pupil are in receipt of Income Support, the Governing Body may offer to remit in full or part the cost of full board and lodging for any residential activity which takes place in school hours.

The Governing Body may wish to remit in full or in part the cost of other activities in exceptional circumstances. Such parents/carers will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

A remission of charges is available for families in receipt of the following (all subject to government or LA review):

- Income Support (IS)
- Income based Jobseekers Allowance (IBJSA)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190;
- The guarantee element of State Pension Credit;
- Income related Employment and Support Allowance
- Working Tax Credit during the four week period immediately after employment finishes or after you start to work less than 16 hours per week
- Universal Credit

In cases such as these, the school asks that parents/carers inform the school on an activity by activity basis.

Guidance from 'Charging for school activities'

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;

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- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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;
 - tuition for pupils learning to play musical instruments if the tuition is required as 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;
 - entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
 - examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes him to own them; optional extras (see below); and
- music and vocal tuition, in limited circumstances

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

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

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
 - 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.

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. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity where the full payment has not been received. .

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Therefore, where charges may not be made, parents will be invited to make a contribution to cover the cost of school enrichment activities, whether taking place on the school premises or as part of an educational visit off site.

The total value of voluntary contributions will not be planned to exceed the cost of the activity. Where a voluntary contribution is requested but insufficient contributions are made, the Headteacher will determine if the activity can proceed taking into account the additional financial burden on the school. sh.