



# Burlish Park Primary School



## CHARGING AND REMISSION POLICY

DATE: March 2018

RATIFIED BY THE GOVERNING BODY ON: March 2018

REVIEW DATE: March 2019

SIGNED:..... (CHAIR OF GOVERNORS)

DATE:.....



## **Rationale**

Burlish Park Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours.

## **Objectives**

The objectives of the Charging Policy are:

- To ensure activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- To identify those activities for which charges may be levied.
- To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours.

## **Charges**

The Governing Body reserves the right to make a charge in the following circumstances allowed by the Act:

- The provision of music tuition given to children as individuals or in groups, except where it is to fulfil statutory duties relating to the National Curriculum or requirements specified in the syllabus for a public exam.
- Ingredients and materials for cooking, Art, Craft, Design & Technology activities. Materials will be charged for (or parents will be required to supply these) if they have indicated in advance a wish to own the finished product.
- Activities which take place inside and outside school hours and which are not a statutory part of the National Curriculum e.g. residential, outings, visits, sports coaching, .
- Trips and activities during the school day (through a voluntary contribution)
- Activities which involve children in nights away from home will include charges for board, lodging and travel costs. The costs will not exceed the actual cost of provision.
- When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.
- All contributions are voluntary; however should we not receive sufficient contributions to make the trip viable, it might be cancelled.



### **Breakages**

In cases of wilful damage, breakage or loss of equipment on loan to children, the Headteacher, in consultation with the Chair of the Finance Committee, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Financial Support**

To qualify for free school meals the parents/carers must be in receipt of one of the benefits below:

- Income Support
- Job Seekers Allowance – Income Based
- Employment and Support Allowance - Income Related
- Support under part V1 of the immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- Guarantee element of State Pension Credit.
- Universal Credit (Paper proof will be required).

Note: From 1st May 2009, children are eligible for Free School Meals for a four week period immediately after the parent/carer becomes unemployed, or reduces their hours to less than 16 hours a week, but is still in receipt of Working Tax Credit.

### **Remissions and financial support for families who are eligible for Pupil Premium Funding**

Governors review their Charging and Remissions Policy at least annually in order to make effective use of a proportion of the school's PPG allocation to: ensure that children whose families face financial difficulties are not further disadvantaged by being unable to participate as fully as they would wish in school activities; reduce the pressure on hard-pressed families when facing additional school-related costs.

Remissions and subsidies can be made available for families whose children have been allocated PPG funding or FSM in some or all of the following areas:

- free lunches and school milk
- school uniform
- costs of trips
- visits
- visitors
- clubs and activities
- residential visits
- swimming lessons
- instrumental music tuition



### **Music Tuition**

All children study music as part of the school curriculum for which there is no charge.

A charge is made for individual or group music tuition if this is not part of the National curriculum. Peripatetic music teachers teach individual or small group lessons.

We make a charge for these lessons. Contributions towards these lessons for those parents in receipt of state benefits are given at the discretion of the Headteacher and Governing Body and within the limitations of the school budget. We give parents information about additional music tuition prior to the start of each academic year.

### **Swimming**

The school organises swimming lessons for all children in Year 3. These take place in school time and are part of the National Curriculum. We invite parents to make a voluntary contribution towards the cost of transport to and from the pool, swimming coaches and pool hire. We inform parents when these lessons are to take place.

### **Additional In-School Charges**

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying or telephone calls.

### **Income from Sales**

Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods include; Book Fair sales and school photographs.

### **Income from Donations**

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. We will always inform parents/carers of the purpose of the donation and monies will be allocated accordingly.

### **Income from Lettings**

The Finance Committee review annually and set charges for the use of school premises. These costs are laid down in the School Letting Policy and include caretaking, insurance and energy costs.

The school does not charge the PTA for use of the school for fund-raising activities.

### **Summary**

The Headteacher and Governing Body will ensure that:

- Careful consideration is given to making up any shortfall in voluntary contributions from parents/carers from the school's delegated budget.
- If a charge is made for each child it will not exceed the actual cost.
- In the case of day visits and activities, no child will be excluded because the school has not received a voluntary contribution towards the cost involved.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities.