

## Bucklesham Primary School



# CHARGING AND REMISSIONS POLICY

**DATE: -** February 2023

**CHAIR OF GOVERNORS: -** Emma Duffy and Charlotte Gammons

**CHAIR OF COMMITTEE: -** Mark Andrews

**MINUTED: -** .....

**DATE OF REVIEW: -** February 2024

## **SCHOOL CHARGES AND REMISSIONS**

### **Charging and Remissions Policy**

The Governing Body recognises the principle underlying that education provided by any maintained school for its registered pupils should be free if it takes place wholly or mainly during hours. We do however recognise that there are a number of activities which make a valuable contribution to a child's education both academically and socially. These include trips associated with theme work and visits from, for example, theatre groups, practitioners and 'experts'. We wish to continue to provide such activities as part of a broad and balanced curriculum for the children but realise that they make considerable inroads into the school budget. We therefore will reserve the right to charge for some activities and to ask for voluntary financial contributions from parents for others.

### **Charges**

The school policy for charging for activities is as follows :

1. Any activity, which takes place wholly or mainly in school hours, excluding residential visits or individual tuition for music, will not be charged for. However, parents may be asked to make a voluntary contribution towards the cost of such an activity. Children will not be excluded because parents cannot/are unwilling to contribute. If a number of parents do opt out of contributing towards these activities, it may be that they will not be financially viable and cease to operate. These activities include - a) school trips b) theatre visits c) visits from theatre groups

2. Residential visits:

A charge will be made for board and lodging when the activity is deemed to have taken place during school hours. Parents will also be asked to make a contribution to cover the cost of - a) pupil's travel costs b) non-teaching staff costs c) entrance fees to museums, castles etc d) insurance costs. When the activity is deemed to take place mainly outside school hours, the whole cost of the activity will be claimed. If parents cannot/are unwilling to make contributions, such visits may cease to take place.

3. After-hours activities: such activities are viewed as optional and the whole cost of the activity will be claimed. These activities include, for example: a) Sports tuition b) Discos c) Evening/weekend theatre trips

4. Instrumental Music Tuition. Other individual music tuition is hosted by the school but paid for separately by parents as a private arrangement.

5. Materials. The cost of purchase of some materials may be requested for some activities. These may include: • Art • Design and technology • Cooking • Hire of instruments • Activity specific clothing and accessories (e.g. gum shields) The school may charge for materials or require them to be provided if the parents have indicated in advance that they wish to keep the finished product.

## Remissions

For activities that fall totally within the school day (8:50 a.m. – 3.20 p.m.), requests for parental contributions will not be made if:

- A pupil's family is in receipt of Child Tax Credit (TC 602), with no Working Tax Credit not exceeding the first threshold level of £16,190
- A pupil's family is in receipt of 'Universal Credit', 'Income – based Job Seekers Allowance', 'Income Support', 'Incapacity Benefit' or 'Widow's Pension' where these are the only source of income
- A pupil's family is supported under part VI of the Immigration and Asylum Act 1999 (NASS)
- A pupil's family's main income earner is in full time education.

We may wish to remit in full or in part the cost of other activities for particular groups of parents. For residential visits, we would normally ask for half of the cost for families in receipt of the above benefits. Where there is a case of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, parents will be invited to apply in confidence for the remission of the charges in part or in full. Authorisation of remission will be made by the Headteacher or in consultation with the Chair of Governors if this is greater than £500.

## General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence. The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## COMPLAINTS PROCEDURES

If parents have any concerns, they should approach the Headteacher. It is our aim to help solve problems and reassure parents from the very beginning. However, if parents feel that they wish to take matters further they can write to the Governing Body (Please refer to the School's Complaints Procedure).

Reviewed – February 2023 Next review – February 2024