

# Barrow Hall Community Primary School



## Charging and Remissions Policy

**Related Legislation:** Maintained schools – Education Act 1996 : Section 457  
 Education [School Sessions and Charges and Remissions Policies] [ Information] [England] Regulations 1999  
 Education [Residential Trips] [Prescribed Tax Credits] [England] Regulations 2003 SI2003/381.  
 The School Information [England] Regulations 2008 [as amended]

## Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family’s financial means.

This policy sets out our school approach to charging and remissions, and is informed by Department for Education guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils entitled to free school meals.
		We will charge all pupils not entitled to free school meals an amount determined by the local authority school meals contractor.
3	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours.
		A voluntary contribution will be requested towards transport costs during school hours e.g. to swimming.
		A charge may be made to cover the cost of ingredients or materials where parents/guardians have indicated in advance that they wish to own the finished product.
		Parental contributions to cover the cost of educational visits (Learning Outside the Classroom), including activities and travel are requested. Planned visits may not go ahead if parents are unwilling to contribute.

4	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> <li>a) a necessary part of the curriculum</li> <li>b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school</li> <li>c) part of the school's basic curriculum for religious education</li> </ul> <p><u>Optional extras</u></p> <p>We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set on the recommendation of the Headteacher and the Staffing and Financial Overview Committee.</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> <li>a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>b) non-teaching staff</li> <li>c) any materials, books, instruments or equipment provided in connection with the optional extra</li> <li>d) transport to an activity outside school hours</li> </ul>
5	Activities that take place partly during school hours either on or off site (non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.</p>
6	Residentials	<p>At Barrow Hall Community Primary School, Key Stage 1 &amp; 2 classes attend voluntary activity residentials. Parental contributions to cover the cost of the voluntary activity residential visits, including board, lodging, activities and travel are requested. Planned voluntary activity residential visits may not go ahead if parents are unwilling to contribute.</p>

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7	Music tuition within school hours	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).
		No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).
8	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the headteacher.
		We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the headteacher.
9	Remissions and concessions	We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.
		We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.
10	Voluntary contributions	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.
		Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
		If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

<b>Date Policy Reviewed</b>	<b>Spring Term 2018</b>
<b>Date Policy Agreed by Governing Body</b>	<b>Spring Term 2018</b>
<b>Date for Review</b>	<b>Spring Term 2021</b>