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THE BROW COMMUNITY PRIMARY SCHOOL POLICY DOCUMENT

CHARGING AND REMISSIONS

Author	Title	Date Authorised	Review Schedule (Years)	Review Date
B Hadgraft	6. Charging And Remissions	Nov 2019	2	Nov 2021

We want to ensure children at our school enjoy their time here in school and that we provide enrichment, such as outings away from our school. Sometimes our school will ask for money from our parents for particular activities.

We have decided on the things we will not charge money for and those which we may ask for your help towards the cost.

We have thought about how we will do our best for all our children, including considering helping parents who get certain types of income support.

If you need help in understanding how the decisions may affect you, please contact the Office Manager in school, and we will be happy to help.

CHARGING AND REMISSIONS

Under the terms of the 1988 Education Reform Act all education taking place in school time is freely available to all children irrespective of their ability to pay (except for some music tuition).

ACTIVITIES IN SCHOOL TIME

Activities which entail additional costs organised by the school that take place in school time may attract a charge; this includes activities that are provided by the school to enhance the National Curriculum (e.g. field trips).

Under the terms of the Education Reform Act, the funding of all activities organised by the school, to take place in school hours, are the responsibility of the school. However, the school may be unable to fund any such activities without parental contribution. If insufficient parents wish to send their child on an activity, and this would lead the school to be financially burdened to the detriment of other teaching opportunities, the activity may be cancelled at the discretion of the Head Teacher and/or Governors. However, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Activities taking place in school time will be funded by –

- contributions from parents at an appropriate rate to reflect the true cost of the activity;
- funds that may be made available from the school as agreed with the Governors;
- any other funds that may be made available to parents for the purpose e.g. support from local charities, Friends of The Brow etc.

ACTIVITIES OUT OF SCHOOL TIME

Where an activity takes place out of school time, as an optional extra (e.g. after school clubs), the parents of each child participating will be charged, with their prior agreement, the full and actual cost of providing the activity, including all fees and, where appropriate, any overheads incurred as a result of the activity. Failure to pay the cost for any child will result in the activity being withdrawn from that child, except by special dispensation from the headteacher or governing board.

COSTS AND CHARGES

Charging for activities will be calculated to cover the following costs:-

- additional staff expenses (which may include volunteer staff) but not salaries/expenses normally met from the school budget;
- instructor fees, club fees etc.;
- transport, administration, equipment/materials and insurance costs;
- accommodation where appropriate.

REMISSIONS

Governors reserve the right to offer partial remission (reduction) of charges for activities within school hours in exceptional circumstances. These may include charges to pupils whose parents are in receipt of Income Support or Family Credit. Governors also reserve the right to offer discretionary remission (e.g. for parent helpers) where this is in accordance with the needs of the school as identified for any particular activity.

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NOTIFICATIONS

Parents will be informed at the start of the academic year, or as early as is practicable of all trips and visits that may be offered to their children.

A letter will be sent to parents – as far as is practicable – 4 weeks prior to any activity, giving information covering such items as dates, venue, likely activities, travel arrangements (if unusual), costs and statements on reasons for cancellation.

BREAKAGES, FINES & BEHAVIOUR

Parents may be charged the full costs of breakages, damage or loss of any school property or property belonging to any organisation involved in any activity, directly or indirectly, if such damage can be shown to have been caused by their child.

PRACTICAL SUBJECTS & COURSE WORK

Parents may be charged the full cost of any materials used within and outside school hours provided they have expressed, in advance, a wish to own the finished product.

OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

We may charge for optional extra activities provided outside of the school day e.g. sporting events. Such activities are not part of the National Curriculum. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

EDUCATION PARTLY DURING THE SCHOOL DAY

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger portion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

TRANSPORT

Only pupils of the school, school staff or parents may travel in the bus. Charges will not normally be made for scheduled visits, i.e. to Swimming Centre, others visits that are not scheduled, may be charged for, however any charges made will cover only actual costs incurred including depreciation; the service should not make a profit for the school.

VOLUNTARY CONTRIBUTIONS

We may ask for voluntary contributions towards such things as swimming or other activities and this money will be used to provide further enrichment activities for children.

CALCULATING CHARGES

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for

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cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

AFTER SCHOOL CLUBS

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils whom they consider will benefit from such provision.

NB: All references to parents includes guardians, carers or any other recognised institution or body that may have responsibility for the pupil at the time of the activity.

CHARGING FOR SCHOOL TRIPS

Details of proposed trips will be sent to parents, as far as is practicable, at least 6 weeks in advance of any residential visit; 4 weeks in advance of any day visit; giving information on the date, venue, general activities and arrangements, the total cost and the voluntary contribution needed from each parent if all children take part.

A return slip will require that you inform the school

- if you wish your child to take part;
- of the amount of voluntary contribution you are offering;
- if you wish your child to undertake supervised and appropriate work in school whilst the other children are on the trip.

If by the cut-off date (normally 1 month in advance of a residential trip or at least 1 week before a day visit) either

- i) there has been a general lack of response, or
- ii) insufficient funds have been raised because there are parents wishing their child to go but not willing to offer any voluntary contribution, then the trip will probably be cancelled. Any money collected, less any non-returnable deposits, will be refunded.

Failure to send back a return slip will be counted as a desire that your children remain in school under supervision whilst the trip takes place.

If a child is absent through illness on the day of the trip, the contribution will be refunded less transport costs.

Parents who find difficulty with paying for school trips please enquire at the school office.

RESIDENTIALS

School expects the cost of all residential visits out of school hours to be met wholly by the parents/guardians. Only in exceptional circumstances will School consider making a contribution, subject to approval.