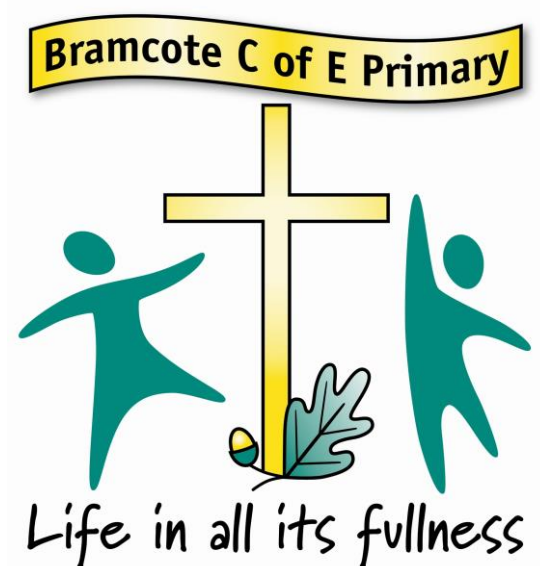


# Bramcote C of E Primary School



## CHARGING AND REMISSIONS POLICY

March 2018

## AMENDMENTS TO CHARGING & REMISSIONS POLICY

November 2013	Policy agreed by F&GP
October 2015	This was discussed at F&GP in October 2015 and it was agreed that there would be no changes from previous agreed policy as per F&GP October 2014.
March 2018	<b>Charges for Music Tuition</b> Addition to Policy in line with Dfe Guidance for Charging for School Activities 2018 <b>Voluntary Contributions</b> Taken out termly contributions and replaced with individual costed trips. <b>Before &amp; After School Clubs</b> Addition to Policy

## **Bramcote C of E Primary School**

### **CHARGING AND REMISSIONS POLICY**

#### **GENERAL PRINCIPLES**

The Governing Body of Bramcote C of E Primary School recognises the valuable contribution that a wide range of activities, including visits, visitors, residential experiences and clubs, can make towards all aspects of children's education. Accordingly, the Governing Body wishes to promote and provide as far as possible such activities as part of a broad and balanced curriculum for pupils attending the school.

#### **1. ACTIVITIES IN SCHOOL**

During the normal course of a school day, a parent would not be charged for any activity undertaken by their child. Nottinghamshire Local Authority makes it very clear that they are committed to free education for any school based activity which the school directly organises.

Consequently, after-school activities, where organised by members of staff, would not incur any charge at all. These would include art club, film club, football club, and lunch-time clubs such as recorder playing and chess. However, some clubs that are organised by external sports coaches and leaders they would need to cover their running costs.

#### **2. OUT OF SCHOOL ACTIVITIES**

Nothing in this policy statement precludes the School Governing Body from inviting parents to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contributions sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents make a contribution in response to any such invitation.

When organising educational visits we try to keep costs to a minimum, and ask parents to make voluntary contributions towards the expense incurred. Depending on the level of take-up, however, some trips may become less than viable where large sums of money are involved.

We have recently carried out an audit of educational visits and due to increasing costs of transport and admissions trips will be costed on an individual basis from September 2018.

Residential visits are different and by law, we are able to charge for the board and lodging element, but other costs such as transport and entrance fees etc, have to be met from voluntary contributions and other funding sources for example a donation by our "Friends" group.

### **3. BEFORE & AFTER SCHOOL CLUBS**

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, ingredients or equipment.

Optional extras are education provided outside of school time that is not part of the national curriculum or extended day services offered to pupils (for example breakfast club).

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.

### **4. MUSIC TUITION**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil’s parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

### **4. CHARGING FOR DAMAGE**

As a Governing Body we feel it only right to hold parents responsible for the cost of repairing any damage to the school or to its contents, which arises directly from the misbehaviour of a pupil. Our first school rule encourages children to respect the property of others, and sees this as an aspect of that policy.

### **REMISSIONS POLICY**

The Governing Body recognises its responsibilities in providing for the complete remission of any board and lodging charges for those pupils whose parents are in receipt of Income Support or Family Credit, and who participate in a residential trip during school hours.

In the past most trips have been subsidised from school fund where children are obviously on Free Meals and parents are finding it hard to make a voluntary contribution, this will be at the discretion of the Head Teacher, who, know the families and could approach the matter in a sensitive and caring way.

All parents are advised of the situation regarding remission, and are invited to obtain an application form from the office should they be in receipt of Family Credit or Income Support. This will enable them to advise the school of their wishes in order to complete the appropriate assessment of the true costs involved.

## **REVIEW**

The School Governing Body reserves the right to review this policy annually and will amend this policy it as appropriate.