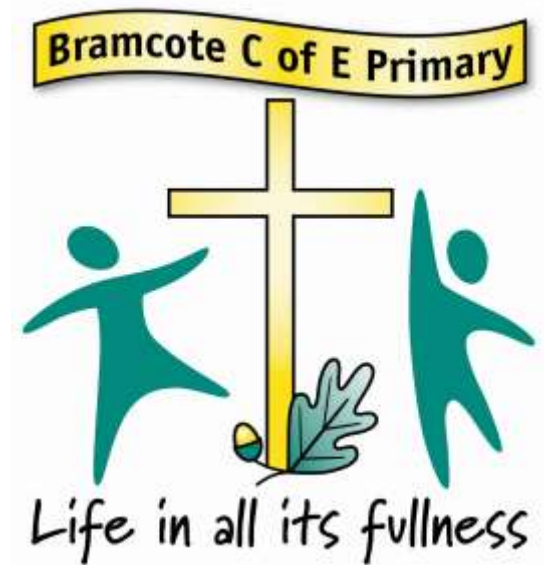


# **Bramcote C of E Primary School**



## **CHARGING AND REMISSIONS POLICY**

**March 2024**

## 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.
<b>March 2018</b>	<p><b>Charges for Music Tuition</b> Addition to Policy in line with Dfe Guidance for Charging for School Activities 2018</p> <p><b>Voluntary Contributions</b> Taken out termly contributions and replaced with individual costed trips.</p> <p><b>Before &amp; After School Clubs</b> Addition to Policy</p>
<b>March 2020</b>	<p><b>Out of school activities</b> <b>Additional sentences to first paragraph:</b> ...Any contributions sought will be entirely voluntary and there is no obligation to make any contribution. ... However, if the activity cannot be funded without voluntary contributions, it will be made clear to parents at the outset.</p> <p><b>Amended sentence to third paragraph:</b> 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.</p> <p><b>Changed to:</b> Where voluntary contributions are sought from parents we will endeavour to find best value and where possible try to link with other classes or local schools in order to keep costs down.</p> <p><b>Remissions:</b> <b>Remove:</b> In the past most trips have been subsidised from school fund. (as we no longer have school fund). <b>Change to:</b> School will subsidise the cost of trips and visits where children are in receipt of pupil premium or entitled to Free School meals,</p>
<b>March 2021</b>	<b>No amendments made</b> – Due to Covid-19 there have been no trips or visits made by school.
<b>March 2023</b>	<p><b>General Principles –</b> <b>New paragraph regarding equal opportunities.</b></p> <p><b>2: New heading- Voluntary contributions</b> Re-worded paragraphs.</p> <p><b>4: Charging for damage – Reworded</b> to include our school values Respect and Responsibility.</p> <p><b>5: Remissions Policy –</b> Updated to make clear how to access and to include universal credit.</p>
<b>March 2024</b>	<b>No changes</b>

## **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.

We are committed to ensuring equal opportunities for all pupils regardless of financial circumstances, and has established this policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

### **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 usually not incur any charge at all these would include art club, code club, football club, singing and lunch-time clubs such as recorder playing, WOT club etc... However, some clubs that are organised by external sports coaches, clay creators or Spaghetti Maths will need to cover their running costs and therefore a charge directly to them will be incurred.

### **2. Voluntary Contributions**

When organising educational visits, we try to keep costs to a minimum, however the school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. We will endeavour to find best value and where possible try to link with other classes or other local schools in order to keep costs down.

If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. There is no obligation for parents to contribute, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

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 and or wrap around care).

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 OR LOST ITEMS**

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 linked to the behaviour of a pupil.

Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Respect and Responsibility are part of our School Values and as a school we encourage children to respect and value the property of themselves and others, and take responsibility for their actions.

### **5. REMISSIONS POLICY**

The Governing Body recognises its responsibilities in providing for the complete remission of any families in financial difficulty to enable them to send their children on visits or activities. The school has set aside a fund to support with this however the funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income Based Jobseekers Allowance

- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact a member of the school teaching or office staff who will then refer your request to the most appropriate person - this will normally be the Headteacher.

### **MONITORING AND REVIEW**

The School Governing Body reserves the right to review this policy at least every two years and will amend this policy sooner if it is appropriate.

**Planned Review:** March 2025