

# Charges and Remissions Policy

Barn Croft Primary School



## Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered whilst at the same time, trying to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Roles and responsibilities of headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

### 1. No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments (excluding peri music teaching or other equipment as part of National Curriculum (not peri music lessons)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Transport provided in connection with an educational trip, although voluntary contributions may be requested, if applicable.

### 2. Voluntary Contributions

- **Educational visits and visitors to school** (e.g. theatre companies, museum, theatre and specialist venue visits) play a vital role for children in helping bring a topic to "life" and promote lifelong learning. Educational visits need to be sustainable and therefore when organising school visits that enrich the curriculum and educational experience of the children the school invites parents to make a voluntary contribution to the cost of the visit. However if insufficient voluntary contributions are received, it may be necessary to cancel a visit. The school strives to keep the parental contribution as low as possible and uses money from the school fund, donations from fundraising events and a percentage of the pupil premium funding it receives, to support some associated costs of these

activities. The school does not make any profit from educational visits and seeks to cover the costs only.

- **Swimming** - The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

### 3. Activities for which charges may be made

- **Activities outside school hours**, such as after school clubs. The school seeks to cover the costs of professional coaches and/or equipment and resources only.
- **Music tuition** - all children study music as part of the normal school curriculum. We do not charge for this. However, we also provide individual or group instrumental tuition through employing peripatetic teachers and we make a charge for these lessons. We give parents information about proposed additional music tuition opportunities and associated costings at the start of each academic year/term.
- **Extended/wraparound care provision** (see section 5).
- **Residential Visits** - When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education provided by school staff. However, we do make a charge to cover the costs of transport, board and lodging and additional activities provided by specialist staff, or entrance fees to places of interest. Parents whose children are eligible for Pupil Premium or who are otherwise struggling financially may be eligible for assistance towards payment. Parents must contact the school office if they are unable to meet the full cost. Any decision made will be at the of the Headteacher's discretion

### 4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, some activities and visits where charges can legally be made, will be provided at a reduced charge or free of charge, at the Headteacher's discretion.

### 5. Other charges

- A charge may be made for the loss of/ or irreparable damage to school property, including when this has been caused by a wilful and deliberate act.
- **Extended Day provision, such as Breakfast Club and Tea Time Club** - Following guidelines from the DfE, schools are unable to subsidise the cost of extended day provision with delegated school budget funds, therefore the Governors will recover the costs of providing these extended services directly from those who use them. School will endeavour to keep costs as reasonable as possible. Parents who are eligible for Working Tax Credit will be supported in individual applications. Please contact school office for further information.
- Exceptional child care resulting from children not being collected at the end of the school day or nursery session will be charged for in line with extended day provision.
- **Nursery education provision** - where parents have requested for their child to attend nursery for education that exceeds their legal entitlement to the Free Early Education Grant. This may also include a charge for lunches, if applicable.

## **6. General**

**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 additional activities that take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions. If a particular activity cannot take place without some help from parents, then it should be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then it must be cancelled.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- The school will endeavour to notify parents of activities that require additional charges as far in advance as possible so that parents can plan ahead.
- Where appropriate, the school will offer parents the opportunity to pay in instalments.
- The school will ensure that opportunities are made available to all families without discrimination.

***Funds raised by the PTA are not used to support any of the activities listed in this policy unless it is specified prior to the event.***

***Full details of all charges explained in this Policy will be outlined in writing at the time that the activity is taking place.***

### **Related Policies and Supporting Documents**

School Financial Regulations Policy

### **Approval and Review**

This policy is approved by the Governing Body on 25<sup>th</sup> January 2024.

This policy will be reviewed every 2 years. Due January 2026.