

Broadfield Primary School



# BROADFIELD PRIMARY SCHOOL

## Charging and Remissions Policy

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Committee: Resources and FGB

**Signed:**

**Date:**

**Position:**

# Charging and Remissions Policy

## 1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities such as clubs, educational visits, residential experiences and visits to the school by theatrical groups, musicians and poets can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional extras.

## 2. The Law

Aspects of charging for school activities are covered by the following statutes:

Education Act, 1996

Immigration and Asylum Act 1999 (part VI)

Educational (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003 (SI 2003/381)

## 3. Remission

The school will not charge for any of the following:

- Admission to the school
- Activities taking place during school hours, excluding the mid-day break. This does not necessarily apply to instrumental music lessons where a charge may be levied. (see note below under "charging")
- Books, stationery, instruments and materials where these are to be used in connection with education during school hours. (However, to develop organisational skills and independence, we encourage KS2 pupils to provide their own pen, pencil, ruler and rubber).
- Transport between school and any place that is visited as part of the school timetable eg swimming baths, sports centres.

In some circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence, for the remission of charges in whole or in part. Authorisation of remission will be made by the Headteacher. No pupil will be excluded from an activity because of a parent's unwillingness or inability to pay.

## 4. Charging

The School may charge for the following: (No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way).

- Items made by the pupils in Food Technology, Art and Design etc according to normal practice, if the items are to be taken home.
- Optional activities outside school hours.
- School Journeys in school hours – voluntary contributions will be requested for school visits/outings.

- The cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly, or mainly, during school hours the children whose parents are in receipt of the following support payments will in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:
  - Income Support; Income-based Jobseeker's Allowance; Income-related Employment and Support Allowance
  - Support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit with a taxable income of no more than £16,190 and not in receipt of Working Tax Credit;
  - Pension Credit (Guarantee Credit)
  - Working Tax Credit during the four week period immediately after employment finishes or after the parent starts to work less than 16 hours per week
- A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

The school will rely on voluntary contributions for various activities, but will not disadvantage any pupil because parents are unable to make a voluntary contribution. However, the school will have the right to cancel any advertised activity if there are insufficient voluntary contributions to cover the cost of that activity

- Replacements for breakages, defaced, damaged or lost books, equipment or property where this is a result of a pupil's misbehaviour.
- Instrumental music tuition if the teaching is not part of the National Curriculum.