

Charging and Remissions



**Charging and Remissions Policy
Appendix H (Finance Policy)**

1. STRATEGY

The Governing Body of Blakedown C E Primary School recognises the valuable contribution and [enjoyment](#) that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education and their [achievement](#). The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

2. POLICY

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) (May 2018) and [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

- 2.1 This policy covers charges relating to educational and non-educational activities.
 - 2.1.1. School visits, which are planned to support classroom work, offer the pupils first-hand experience of topics being studied. This first-hand experience is an invaluable aid to the learning process. Visits also offer opportunities for the development of confidence, independence, responsibility for self and others, and a sense of adventure, which are not available in the same way in school.
 - 2.1.2. Extended visits over several days undertaken by the older pupils offer a very special opportunity for social, physical, emotional, and intellectual development outside the usual home/school environment, which would not otherwise be possible.
 - 2.1.3. Practical activities such as cookery, and work in art/craft and design technology, are important, and offer special opportunities for active learning and the development of cross-curricular skills.
- 2.2 The following guidelines set out the financial arrangements, which will apply when the above activities are under consideration.

3. GUIDELINES

General Principles

- 3.1 The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on

Charging and Remissions

Policy Number 4.1.4

financial contributions in whole or in part from parents/ carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision parents may be asked for a voluntary financial contribution.

3.2 The school's concern is to keep financial contributions for additional activities reasonable and kept to a minimum to ensure as far as possible, that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating. Donations from the PTA or other voluntary funding or any outside organisation will be taken into consideration when calculating the cost. There will be no levy on those who contribute, to support those who can't or won't.

3.3 The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents/careers as part of any information sent out to them. Explaining if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activities, and parents/carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

3.4 The main exception to this guidance is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a music instrument, including vocal tuition. The school will clarify this when informing parents/careers. As this is not chargeable if part of any curriculum activity.

3.5 Charges Relating to Educational Activities

Payment should be made via the P4S system. As a school, we are working towards being cashless to minimize potential risks.

Type of Activity	Request from parents/carers
Day trip (curriculum) Visits during school time required for curriculum reasons, or for Religious Education.	Voluntary contribution
Day trip (optional, outside of hours) Visits which are not specifically required for curriculum reason or Religious Education, taking place outside school time.	Charge for Allowable Costs *
Optional Activities (outside of hours) For example - cookery club after school.	Charge for Allowable Costs*
Residential Trips **	Charge for Allowable Costs*

Charging and Remissions

Policy Number 4.1.4

Classroom Materials (to own) Where the parent has indicated in advance that they would like to own the finished product.	Charge for Allowable Costs*
Classroom Materials (for practical activities such as cookery, DT etc.)	Voluntary Contribution

***Allowable costs include:**

- The pupil's travel and subsistence costs
- Materials, books, instruments, and other equipment
- Teaching and support staff if employed to accompany the visit
- Entrance fees to museums, castles, theatres etc.

****Charges** will be made for board and lodging, except for those pupils entitled to remissions- see section 3.7. Parents will be charged for all allowable costs* when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated

3.6 Letter Requesting Voluntary Contributions

The letter requesting a voluntary contribution will

- Explain the nature of the proposed activity;
- Explain its value in educational terms;
- Indicate the level of contribution required;
- Emphasise that there is no obligation to contribute, and that no pupil will be omitted from the activity because his/her parents/guardians are unwilling or unable to pay;
- Indicate the activity may not take place if not enough contributions are received.

3.7 Remissions

The school is allocated specific funding for each child who is eligible for free school meals (or have been eligible in the past 6 years). This funding can be used to pay for extra-curricular activities for those children and governors have also agreed a bursary to support the use of FSM/Pupil Premium funding per child for this type of activity.

Contributions may be reduced or waived for pupils whose parents make a request to the headteacher.

3.8 Charges Relating to Non-Educational Activities

Lettings

Charging and Remissions

Policy Number 4.1.4

Hall Hire	£30 per hour
Extended Services Hire	£30 per hour
Holiday Club Hire	£100 per day

Wraparound Provision

The school provides a wraparound service from 7.30 a.m. until 5.30 p.m. at an additional cost. Currently this is £6 for a morning session and £9 for an afternoon session. Parents pre-book for this service and are invoiced monthly.

Photocopying

A4	B&W	£0.10
	Colour	£0.15
A3	B&W	£0.15
	Colour	£0.25

Use of and charging for photocopying is at the discretion of the headteacher.

Telephone Calls

Staff using the school telephone may do so at the normal telephone costs. Charging for calls is at the discretion of the headteacher.

Breakages and Fines

A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, or such lower cost as the headteacher or member of the Senior Leadership Team may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

4. MONITOR AND REVIEW

The School Governing Body will review and amend this policy annually.

5. LINKED POLICIES

4.3 Finance Policy