



---

## CHARGING AND REMISSIONS POLICY

### 1. Purpose of the policy

This policy is intended to ensure that:

- the educational opportunities offered wholly or mainly during school hours are available to all pupils regardless of ability to, or willingness to pay;
- the occasions when charges are made or voluntary contributions requested are within the requirements of the 1988 Education Reform Act and Circular 2/89 and 'Charging for School Activities' (November 2013);
- Parents are made aware of the law relating to schools levying charges and parents in more challenging economic circumstances are appropriately supported;

within this policy, the use of "parent" or "parents" shall relate equally to parents, guardians and/or carers.

### 2. Charging practices

Barnes Primary School organises trips, visits and workshops to enrich the curriculum and the educational experience of the children. The school may invite parents to contribute to the cost of the trip, visit or workshop, including the cost of transport. All contributions are voluntary and parents are informed that it is acceptable for them not to make a contribution, or only to make a partial contribution, if they cannot afford the suggested contribution.

The school does not have sufficient funds to cover all costs for the wide range of trips that pupils enjoy and therefore requires the support of voluntary contributions. If insufficient voluntary contributions are received for a trip, visit or workshop, it may be cancelled. If the trip, visit or workshop does go ahead, it may include children whose parents have not made any contribution. The children whose parents have not made a contribution will not be treated differently to others.

#### a. For school meals

For those parents who pay for a school meal this is not a voluntary contribution and therefore payment must be made in full. Two weeks' notice is required if parents wish their child to start or stop lunch. This is done by completing the appropriate form which is available online, or from the School Office.

Parents will be advised through the school newsletter and Parentmail communication system of the cost of dinners for each half-term and payment will be required at the start of each half-term for that half-term. Payment can be made through the Parentmail +Pay online payments system, or by cash or cheque (payable to Barnes Primary School). Parents will receive one reminder two weeks later. Parents can see the status of their child's account by signing in to their Parentmail account at any time. Please see the debt recovery policy for non-payment of school meals.

---

b. For day visits and activities wholly, or mainly, during school hours

There will be no compulsory charge for visits and activities during school hours and parents are hereby informed that it is acceptable for them not to make a contribution, or only make a partial contribution. However nothing in legislation prevents the governing body from asking for voluntary contributions towards the cost of the trip, visit or workshop, including the cost of transport. Where voluntary contributions are sought, the school will give advice about the appropriate amount. The school's arrangements for these visits may be subject to sufficient funds being available from voluntary contributions and the ability of the school to fund the deficit should this need arise.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled and any voluntary contributions received will be refunded. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit should sufficient funding be received from other voluntary contributions.

c. Music: instrumental or voice tuition

Although the law states that, in general, all education provided during school be free, instrumental and vocal music tuition is an exception to that rule. Music lessons are provided, free of charge, to all pupils each week, as part of the National Curriculum. Charges will be made for additional vocal or instrumental tuition provided either individually, or to groups of any size, as long as the tuition is offered 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.

d. Residential visits

Where the school organises a residential school trip in school time, or mainly in school time, or if it organises a residential visit outside school time but which provides education directly related to the National Curriculum, parents are liable for board and lodging (unless they are in receipt of certain benefits as detailed below). The charge for board and lodging will not exceed the actual cost.

Parents will be asked to make voluntary contributions towards the cost of transport and activities taking place during the Residential Visit. If insufficient voluntary contributions are raised to fund a residential visit, or the school cannot fund it from some other source, then it will be cancelled and any voluntary contributions received will be refunded, after the deduction of any cancellation charges levied.

Parents who are in receipt of:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);

- 
- the guarantee element of State Pension Credit;
  - an income related employment and support allowance that was introduced on 27 October 2008

are exempt from paying the cost of board and lodging for a residential visit. The costs involved in the remission of board and lodging in such circumstances will be borne by the school. Parents should contact the Headteacher in this event.

e. After school and before school activities

After school and before school activities are classified as optional extras. 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.

We aim to offer a broad and varied range of high quality learning opportunities to children at the end of the school day. To ensure that pupils have an equal opportunity to participate, all paid clubs should offer 20% of places (with a minimum of two places) free to children whose families are on a lower income. This will include all pupils eligible for the Pupil Premium.

### **3. Classroom learning materials**

The school provides without charge all books and practical equipment required during the day to follow the school's curriculum. Parents may be asked to provide children with some basic equipment for their own personal use at home.

In many practical lessons, children make items which they want to take home. In these cases, the cost of materials will be indicated to parents in advance so that they may inform the school whether or not they wish to keep the finished article.

### **4. Loss and damage**

Parents will be asked to pay for items of school property which their child wilfully or carelessly damages or loses.

### **5. Private school reports**

In the event that a parent makes an application for their child to attend a private school and that the private school requests a report regarding the child, the school will charge the parent a £35 fee for the report. The fee is charged per report and will be added to the school's online payment system.

### **6. Administrative charges**

All charges payable will include an amount to cover costs incurred on card or other online payment methods and secure collection and banking charges in respect of cash and cheque receipts.

|               |
|---------------|
| <b>Status</b> |
|---------------|

- |  |
|--|
| <ul style="list-style-type: none"><li>• Last reviewed: April 2017</li><li>• Next Review: December 2017</li></ul> |
|--|