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## 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 or willingness to pay;
- the occasions when charges are made or voluntary contributions requested are within the requirements of Sections 449-462 of the Education Act 1996;
- 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. Items for which no charge will be made:

- a. education provided during school hours (including the supply of any materials, books, instruments or equipment);
- b. education provided outside school hours if it is part of the National Curriculum or part of religious education.

### 3. Voluntary Contributions

There will be no compulsory charges for trips, visits, workshops in or out of school or theme weeks during school hours. However nothing in legislation prevents the governing body from asking for voluntary contributions towards the cost of the activity, including the cost of transport if required. Where voluntary contributions are sought, the school will give advice about the appropriate amount but parents are hereby 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. However, the school does not have sufficient funds to cover all costs for the wide range of activities that pupils enjoy. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it from some other source, then it may be cancelled and any voluntary contributions received will be refunded after the deduction of any cancellation charges levied. It is important to note that no child should be excluded from an activity simply because his or her parents are unable or unwilling to pay. If a parent is unable or unwilling to pay, their child must still be given an equal chance to access the activity should sufficient funding be received from other voluntary contributions.

- a. Day trips, visits and workshops wholly, or mainly, during school hours

Barnes Primary School organises trips, visits and workshops to enrich the curriculum and the educational experience of the children. The school will request voluntary contributions in respect of the cost of the activity, including the cost of transport.

- b. Residential visits

Parents will be asked to make voluntary contributions towards the cost of transport and activities taking place during Residential Visits. Board and lodging during Residential Visits is a chargeable item (unless parents are in receipt of certain benefits) and is therefore included in section 4 below.

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c. Swimming

The cost of providing swimming lessons in the local public pool, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Although the school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met, it will be necessary to request voluntary contributions to offset the balance of the costs.

d. Arts, Design Technology and Sports Focus Weeks

All pupils have the opportunity of taking part in extended activities such as Arts Week, DT Week and Sports Focus Week. A voluntary contribution will be requested to cover the cost of materials and/or external resources required.

e. Cookery

Pupils will have the opportunity within the curriculum to take part in cookery activities. A voluntary contribution will be requested to cover the cost of materials where not provided by parents.

f. Booster and Enrichment classes

Some pupils will be invited to attend Booster and/or Enrichment classes which are provided outside the school day. A voluntary contribution towards the cost of putting on such additional classes will be requested.

#### **4. Items for which charges will be made**

Charges will be made for some items known as 'optional extras'. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Payment is preferred through the Parentmail +Pay online payment system but may be made by cash or cheque (payable to Barnes Primary School). 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 chargeable items.

a. School meals

Payment for school meals must be made in full unless the pupil is currently on the Free School Meals register which is periodically compiled by the Local Authority. Two weeks' notice is required if parents wish their child to stop lunch (this is done by completing the appropriate form which is available online, or from the school offices). Parents will be advised of the cost of lunch for each half-term through the school newsletter and Parentmail communication system and payment will be required at the start of each half-term for that half-term.

b. Music: instrumental or voice tuition

The school provides music lessons, free of charge, to all pupils each week as part of the National Curriculum. However, music tuition at the request of a pupil's parent is delivered by external providers and they will make the relevant charge to parents. To ensure that pupils have an equal opportunity to participate, the school will purchase shared music tuition places for those children in years 5 and 6 who are eligible for the Pupil Premium.

c. Before, during and after school 'club' activities

We aim to offer a broad and varied range of high quality learning opportunities to children outside of the school day. Before, during and after school clubs will be charged for by the provider which may be the school or an external organisation. To ensure that pupils have an equal opportunity to participate, the school will purchase before, during and after school club places for those children of families on a lower income that the school believes would benefit from such participation. This will include all pupils eligible for the Pupil Premium.

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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 who are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 from 6 April 2010)
- The guaranteed element of State Pension Credit
- An income-related employment and support allowance

may be eligible for a remission of the cost of board and lodging for a residential visit and may therefore apply, in confidence, to the Headteacher in this event.

e. Classroom learning materials

From time to time, recommendations may be made regarding additional text or practice books or basic equipment which could enhance a pupil's learning. In these circumstances it is the parent's choice to purchase and therefore the charge should be met in full by the parent.

f. Loss and damage

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

g. Private school reports

In the event that a parent makes an application for their child to attend a private school and the private school requests a report or reports regarding the child, the school will charge the parent a £50 fee for each report written. For the avoidance of doubt, if a child requires both a general academic report and a specific report, to back up a scholarship application for example, two charges of £50 will be made, one for each of the two reports written. For each further copy of a charged-for report that is required, if applications are made to more than one school for example, an administration fee of £20 will be charged.

h. Early Years provision

A charge will be made in respect of Early Years education in the Nursery in excess of hours funded by the Local Authority (the Universal Entitlement) or the DfE (the Extended Entitlement) and parents will be required to enter into an agreement with the school in this respect.

i. School premises

The school wishes to encourage community use of the school's facilities when they are not required for school use. Details of the terms and conditions of hire and scale of charges can be found in the school's Lettings Policy.

j. Administrative charges

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

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**Status**

- Last reviewed: November 2018
- Next Review: December 2019