



## 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 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; nor for Teams or Extensions sessions which are held outside the school day. 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 their 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.



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 are met, it will be necessary to request voluntary contributions to offset the balance of the costs.

d. Theme Weeks

All pupils have the opportunity of taking part in extended activities such as Arts Week, DT Week, Science 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 the school's catering provider or parents.

f. Teams and Extension sessions

Some pupils will be invited to attend Teams and/or Extension sessions which are provided outside the school day. A voluntary contribution towards the cost of putting on such additional sessions 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. Current charges are detailed in Schedule 1 to this Policy.

Payment is preferred through the school's online payment system but may be made by cash, direct transfer to the school's bank account, or cheque (payable to Barnes Primary School). Parents can see the status of their child's account at any time by signing in to their online payment system account. Please see the debt recovery policy for non-payment of chargeable items.

a. School lunches

School lunches are optional, chargeable items. Payment for school lunches must be made in full unless the pupil is currently on the Free School Meals register which is periodically compiled by the Local Authority. Once a pupil is signed up for school lunches, they will be provided until cancelled by the parent. The minimum commitment for school lunches is half a term. Parents will be advised of the cost of lunch for each half term through the school newsletter and electronic communication system and payment for the full half term will be required at the start of each half term. A parent wishing to stop lunches is required to give notice prior to the first day of any half term. Notice must be given in writing, preferably by email, to the relevant front office ([ks1office@barnes.richmond.sch.uk](mailto:ks1office@barnes.richmond.sch.uk) or [ks2office@barnes.richmond.sch.uk](mailto:ks2office@barnes.richmond.sch.uk)). In the event that written notice is received after the start of a half term, charges will be made to the end of that half term (and meals may be taken during this period). In the event of financial difficulty, parents should contact the Headteacher to discuss this.



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 individual or shared music tuition places for those children in certain year groups who are eligible for the Pupil Premium Grant.

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 Grant.

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
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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 or Business Manager 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 or former parent requires a report or reports to be produced for private schools, this school will charge a fee for the production and submission of that report. For the avoidance of doubt, if a child requires both a general academic report and a specialist report, to back up a scholarship application for example, two charges will be made: one for each of the two reports written. If a child is sitting for more than one school and the same report can be copied for the additional schools applied for, an administration fee will be charged for each extra copy. If, however, schools require bespoke reports, or that reports be completed online requiring a dedicated submission each time, each such report will be charged as a new report. Charge(s) in this respect will be added to the child's account upon request of the report(s) and reports will be released to the relevant private school(s) upon payment.

h. Private school entrance examinations

In the event that private schools allow group entrance examinations, and this school is willing to hold these on site, a charge will be made for each child sitting the tests to cover administration, invigilation and provision of a group room. In the event of insufficient bookings for such examinations, the school reserves the right to cancel and will refund any charges paid.

i. Nursery 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). Parents are required to enter into an agreement with the school in this respect.

j. Hire of 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 can be found in the school's Lettings Policy.

k. Authentication of forms

A charge will be made for any form (for example a passport or visa application) requiring authentication by a member of school staff.

l. 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.

**Status**

- Reviewed by: Finance Committee
- Last reviewed: Summer term 2023
- Next Review: Summer term 2024



## Schedule 1: CHARGES FOR THE 2023/24 academic year

<b>School lunches</b>	
Nursery pupils	£2.65 per meal
Key Stage 2 pupils	£2.75 per meal
Adults	£2.85 per meal
<b>Instrumental and voice tuition (charges to parents)</b>	
	Externally provided, please contact tutors for pricing but there is guidance on our website: <a href="https://barnesprimaryschool.co.uk/curriculum/music/">https://barnesprimaryschool.co.uk/curriculum/music/</a>
<b>Instrumental and voice tuition (charges to providers)</b>	
	£2.65 for each 20 minute lesson, invoiced termly, of which the school will earmark £0.85 to fund music provision for pupils eligible for Pupil Premium
<b>Before, during and after school clubs (charges to parents)</b>	
	Both school and externally provided, please see details on our website: <a href="https://barnesprimaryschool.co.uk/wp-content/uploads/2020/09/ASC-Clubs-Summer-2022-FINAL.doc.pdf">https://barnesprimaryschool.co.uk/wp-content/uploads/2020/09/ASC-Clubs-Summer-2022-FINAL.doc.pdf</a>
<b>Before, during and after school clubs (charges to club providers)</b>	
8.00am or 12:15pm single session	A termly charge equivalent to the cost of one place (and the provider should set aside another free place)
3:15pm single session	A termly charge equivalent to the cost of two places for clubs with up to twenty participants and three places for those with between twenty and thirty participants
3:15pm and 4:15pm back-to-back sessions	First session: a termly charge equivalent to the cost of two places for clubs with up to twenty participants and three places for those with between twenty and thirty participants Second session, a termly charge at the rate of one place for clubs with up to twenty participants and two places for those with between twenty and thirty participants (and the provider should set aside another free place)
<b>Residential visits (board and lodging)</b>	
	Not known until the relevant bookings are made: please contact the school for a breakdown of costs once the visit is confirmed
<b>Classroom learning materials</b>	
	The cost of relevant materials will be advised to parents via class communication letter at the relevant time
<b>Loss and damage</b>	
	At cost of item



<b>Private school requirements</b>	
First general academic report	£150.00
First specialist report (i.e. for scholarship application)	£150.00
Each additional hard copy of general or specialist reports	£50.00
Each digital report completion	£150.00
Private school entrance examination taken at BPS	£150.00
<b>Nursery charges</b>	
Lunchtime Forest School, PE and social sessions for children accessing Extended Entitlement who don't want to go home between Universal and Extended entitlement sessions	£7.50 per day
Self-paid afternoon provision (including lunchtime Forest School, PE and social sessions)	£35.00 per day
<b>Hire of school premises</b>	
Parents (< 4 hours)	£100
Parents (full day)	£200
Commercial (first hour)	£75
Commercial (additional hours)	£35
Commercial (full day)	£275
<b>Authentication of forms</b>	
	£25 per form
<b>Administrative charges</b>	
Payment fees	£0.50 per payment item
Administration team time	At cost per item or event