**BEWSEY LODGE PRIMARY SCHOOL**



**CHARGING & REMISSIONS POLICY**

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| Date of Review |  |
| Date of next Review |  |
| Signed by Chair  |  |

**Introduction**

The purpose of this is to set out our policies on charging and remissions for school activities and school visits. This takes into account Sections 449 – 462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by the Local Authorities in England. This policy also compliments information given in ‘A Guide to the Law for School Governors’ (chapter 23).

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family’s financial means.

This policy does not apply to charges made and determined by other organisations offering activities and services on our school premises.

1. **Admissions**

No charge will be made for admission.

1. **School Meals**

No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the Local Authority school meals contractor.

1. **Activities for pupils that take place during school hours**

‘School hours’ are those when school is actually in session and do not include the lunch break. No charge will be made for activities provided by our own staff during school hours.

A voluntary contribution will be requested towards transport costs during school hours, for example, swimming.

A charge may be made to cover the cost of ingredients or materials where parents /guardians have indicated in advance that they may wish to own the finished product.

Parental contributions to cover the cost of educational visits, including activities and travel, are requested. Planned visits may not go ahead if parents are unwilling to contribute.

1. **Activities for pupils that take place outside of school hours (non-residential)**

No charge will be made for an activity that takes place outside school hours when it is:

* A necessary part of the curriculum
* Part of a syllabus for a prescribed public examination that the pupil is being prepared for at school
* Part of the school’s basic curriculum for religious education.

However, we may charge for some other activities that take place outside schools hours. The Headteacher will decide which activities we make a charge for. The amount charged (including any remissions) will be set on the recommendation of the Resources Committee.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost of other pupils by paying more than the amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover include:

* Any staff engaged under contracts for services purely to provide an optional extra
* Any materials, books, instruments or equipment provided in connection with the optional extra
* Transport to an activity outside of school hours.
1. **Non- residential activities that take place partly during school hours either on or off site**

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria outlined in section 3.

However, if most of the time is outside of schools hours, we must treat the activity as if it happens fully outside of school hours, and will apply the same criteria outlined in section 4.

1. **Residential Visits**

At Bewsey Lodge Primary School, Key Stage 1 and 2 classes attend voluntary activity residentials. Parental contributions to cover the cost of the voluntary activity residential visits, including board, lodgings, activity and travel are requested. Planned voluntary activity residential visits may not go ahead if parents are unwilling to contribute.

1. **Music Tuition within school hours**

No charge will be made if the music tuition is an essential part of the national curriculum, including books and instruments.

1. **Additional Music Tuition**

Parents will be asked if they would like their child to participate in additional music tuition and there will be a charge to cover the cost of tuition and any materials used.

1. **Damage to property and breakages**

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

1. **Remissions and Concessions**

We will comply with legal requirements for remissions as outlined throughout this document for pupils defined as eligible. We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

1. **Voluntary Contributions**

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.