



## **Bournmoor Primary School**

### **Charging and Remissions Policy**

#### **Introduction:**

At Bournmoor Primary School we aim to promote and provide activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The Headteacher and Governors recognise the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupil's education. However, some of these activities have a cost and cannot be provided unless voluntary contributions are received or parents/carers are charged for this.

Our Charging and Remissions policy sets out the circumstances in which charges will (or will not) be made for school activities and when charges may not be applied to ensure that all pupils have an equal opportunity to benefit from curricular, extra-curricular activities and school visits. Our policy is in line with the Department for Education guidance (see: 'Charging for school activities' Departmental advice for governing bodies, school leaders, school staff and local authorities) .

All the education we provide during normal school hours (9.00am to 3.15pm) incurs no charge for pupils. At Bournmoor Primary School we do not charge for any activity completed as part of the National Curriculum (with the exception of some small group or individual music tuition). Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

Education provided outside of school time that is not:

- part of the national curriculum;
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

#### **Voluntary Contributions:**

When organising visitors or out of school visits to enrich the learning experiences of the children, we invite parents/carers to contribute towards the cost. It should be noted that all contributions are voluntary and there is no obligation to pay. No child will be excluded from an activity because parents/carers have not provided funds. However if insufficient voluntary contributions are raised to fund a visit and the school cannot fund it from another source, then it will be cancelled. This will be made clear to parents/carers from the outset in our communications.

#### **Remissions:**

The aim of this policy is to ensure that all pupils can experience everything that the school is able to offer them and is based upon understanding of the relationship between entitlement, low income and access of opportunity. There may be cases of financial hardship within the family which makes it difficult for pupils to take part in activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

#### **Activities that do not incur charges:**

- transport provided in connection with an educational trip (e.g. swimming)
- education provided during school hours (including the supply of any materials, books instruments or other instruments)
- tuition for pupils learning to play musical instruments or singing (if the tuition is part of the National Curriculum)

- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the schools basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

#### **Activities which incur charges:**

The Governing Body reserves the right to make a charge for the activities and items as follows:

- trips (which are not part of the school curriculum or are outside the school day (i.e. residential visits)
- after school clubs and pre-school clubs
- music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- damage to school property – the cost of replacing an item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- visits to school by professionals e.g. storytellers, authors, musicians, dancers, artists etc.

#### **Swimming**

The school organises swimming lessons for all children in Year 3 (and booster sessions in Year 6). These lessons take place in school time and are part of the National Curriculum. No charge is applied for this activity. Parents are informed in writing when these lessons are to take place.

#### **Charity / Fundraising**

School may choose to take part in a fund raising event such as Children in Need – in this instance parents can choose whether to make a contribution towards the charity. The money raised from these events will be passed on directly to the charity involved.

#### **External Sports Coaches:**

School offers additional coaching sessions before and after school at times during the academic year. A suitably qualified adult runs these sessions. We make a small charge for this.

#### **Bank charges**

Any charges made to the school's bank account in respect of returned cheques will be returned to the person who issued the cheque.

#### **Individual Music Tuition**

Charges may be made to parents for individual tuition in playing any musical instruments, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

#### **Lost school equipment, Books etc.**

Parents may be asked to replace or pay the cost of lost items of school property.

Date for Review

November 2018

*Mrs L A Snowden*

Headteacher

Mrs T Bell

Chair of Governors