



Bromley Hills Primary School Charging & Remissions Policy

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CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Rationale

At Bromley Hills we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents financial means.

At Bromley Hills this charging and remissions policy describes how we will do our best to ensure a wide range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Voluntary Contributions

At Bromley Hills, separate from the matter of charging, the school may seek voluntary contributions in order to offer a wide variety of experiences to pupils.

All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset. No child will be excluded from an activity because his or her parents are unable or unwilling to pay. If insufficient contributions are received, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.



Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.



Charges

- (a) Board and lodging on residential visits (not to exceed the costs).
- (b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) Travel;
 - (ii) Materials and equipment;
 - (iii) Non-teaching staff costs;
 - (iv) Entrance fees;
 - (v) Insurance costs.
- (c) Individual tuition in the playing of a musical instrument.
- (d) Re-sits for public examinations where no further preparation has been provided by the school.
- (e) Costs of non-prescribed examinations where no further preparation has been provided by the school.
- (f) Any other education, transport or examination fee unless charges are specifically prohibited.
- (g) Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (h) Extra-curricular activities and school clubs.
- (i) Private Usage of school resources:
 - (i) Telephone: All private calls are logged in a telephone book and staff pay in advance. All calls cost a minimum of 30p.
 - (ii) Photocopying: The Governors allow limited photocopying. All private photocopying is recorded in a book and staff pay in advance. Each copy costs 10p, which includes paper.
- (j) School Meals – parents/carers to pay for the cost of meals from the school kitchen.
- (k) Extended Schools – parents/carers will pay a fee set by the Governors and administered by the before and after school club leader.
- (l) Nursery – the nursery will pay a termly fee which is reviewed annually by the Governors.



Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £13,480 (FY 04/05).

In respect of (e) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) Educational Visits & Visitors;
- b) Extra-Curricular Activities;
- c) School Productions;
- d) Swimming Costs (school will pay for the hire of the swimming teacher & pool and parents will pay for the coaches);
- e) Curriculum Materials (i.e. cooking/making).

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Voluntary contributions will be used to:

- Cover the cost of the activity (all costs should break even and be non-profit making).



Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- *Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the term so that parents can plan ahead and residential visits at least six months*
- *We have established a system to parents to pay in instalments*
- *When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip*
- *We acknowledge that offering opportunities on a 'first pay, first served' basis discriminated against pupils from families on lower incomes and we will avoid that method of selection.*

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.