

Brookvale Primary School Charging and Remissions Policy

This policy is based on the principle that the State education should be provided free of charge to all children. The aim of the policy is to provide clear guidance on those activities that are to be provided free of charge and those for which a voluntary contribution may be asked for. No charge is made for equipment, materials or any requirement for the School's curriculum or studies as part of the National Curriculum. Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources. At Brookvale Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Legislative Context

Sections 449-462 of the Education Act of 1996

Guidance

Section 7.5 of the Governors Handbook.

Charging for School Activities. Departmental advice for governing bodies, school leaders, school staff and local authorities. May 2018.

No charge:

- We make no charge for National Curriculum and related activities in school time or out of school hours if required as part of the national curriculum.
- We make no charge for instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- We make no charge for 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.
- As per School Admissions Code 2012 there are no requests for financial contributions as part of the admissions process.

The right to charge: We reserve the right to charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Music and vocal tuition, in limited circumstances and as requested by the parents.
- Community facilities.

Optional Extras

- Education provided outside of school time that is not: a) part of the national curriculum.
- 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 and supervised homework sessions).

Voluntary Contributions

Although the school does not charge for school-time activities (those held during the course of the normal day), we can on occasions invite parents to make a voluntary contribution to make School Funds go further. If a particular activity cannot take place without some help from parents, then this will be explained at the planning stage. The essential point is that no child will be left out of an activity because his or her parent cannot or will not make a contribution or any kind.

Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit. We may charge where it enables an increase in, or enriches, non-statutory extra curricula provision at any time.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

Music instrumental teaching

Specialist teaching in class will be provided free of charge. The cost of instrumental or singing lessons outside class time to individuals or small groups may be met by a charge to parents at the discretion of the school as outlined above at the request of the parent. Charges would set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument.

Extra -curricular clubs

A charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing as needed.

Educational Visits

As a school we value the part that visits play in enhancing the curriculum as well as the overall development of our children. Educational visits cost money and therefore we always need to consider value for money.

The following factors are considered when staff plan visits.

- Cost of transport (get at least 3 quotes).
- Admission charge.
- Additional charges (e.g. guide /hands on experiments, extra helpers etc.).
- The overall cost.

Parents should be given as much notice of a visit as possible in a letter. The letter should outline the purpose of the visit; ask for a voluntary contribution, permission and a cut off date for a reply. If insufficient funds are available by this date then it may be necessary to cancel the visit.

Residential Visits

For a residential activity taking place largely during school time, or essential to the education provided by this school, then no charge may be made for the education or travel time. Only parental contributions may be sought. However, charges can be made for board and

lodgings. Children eligible for free school meals or families in receipt of Income Support may be given support if use is made of LEA residential centres and parents will be notified of this.

Remissions

The school reserves the right to propose to remit (wholly or partly) any charge otherwise payable to them in accordance with the charging policy.

Damage to Property

The Governing Body may reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

Education Outside School Hours

Any activity which takes place wholly or mainly outside school hours (as defined in the legislation) and is not provided as part of the syllabus for prescribed public examination and is not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Such an activity is defined as an 'optional extra' and may be charged for. Charges for 'optional extras' outside of school hours may include:

- travel, board and lodging for pupils;
- materials, books, instruments and equipment;
- entrance charges to facilities;
- staff costs – both support and teacher costs (where a teacher / instructor has been engaged specifically to provide the activity. These teachers should be given a separate contract to provide the optional extra.)
- insurance.

With an 'optional extra':

- parents can choose whether their children attend or not;
- no profit can be included in any charges made – the charge to be based on the actual cost of the activity;
- a charge will not include a share of the cost of any remissions. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

(NB: when 50% or more of an activity, including travelling time, takes place during school hours no charge can be made).

Swimming

Children walk to Brookvale Recreation Centre. At present the only cost is for tuition. This is met from the School Budget

Key Responsibilities

The Governing Body

- Will review and amend the charging and remissions policy as appropriate
- The policy will be reviewed annually

Head Teacher

- Will be responsible for drafting proposals for charges

- Will provide reports for the Resource Committee

School Business Manager

- Will provide effective financial administration enabling efficient budget management by the head teacher

Users

- Will abide by the terms and conditions of the booking and hiring contract