

Brown Clee C.E. Primary School

CHARGING AND REMISSIONS POLICY



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SUMMARY OF POLICY

Responsible individuals:

Governing Body,
Headteacher,
Class Teachers.

Legal requirements

School governing bodies and local authorities, cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities⁴.

¹ 1 It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

³ The Education (Charges for Early Years Provision) Regulations 2012

⁴ The powers to provide community facilities are under s.27(1) of the Education Act

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Relevant documentation used in the formation of this policy:

[Charging for School Activities](#) (2018)

[Education Act](#) (2011)

[The Education \(Charges for Early Years Provision\) Regulations](#) (2012)

Policy developed to ensure that...

1. Parents, carers and staff are aware of what charges school can make

Implementation:

The school will...

- ...ensure that all relevant staff, governors, volunteers and visitors are aware of the following policy
- ...ensure that the policy is followed at all times
- ...ensure that any questions are raised with the headteacher if unsure about any aspects of the policy

Voluntary Contributions

When organising educational visits which enrich or deliver the curriculum and educational experience of the children, the school will ask for parents to contribute towards the cost of the trip. All contributions are voluntary. However, as these remaining costs come directly the school budget, if we do not receive sufficient voluntary contributions, we may cancel an educational visit. If an educational visit goes ahead, it may include children whose parents have not paid any contribution. ALL children will be able to participate fully in activities during these visits regardless of whether contributions have been received.

Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

Residential Visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education involved. However, we do make a charge to cover the costs of board and lodging and also towards the cost of transport.

Pupils that are recipients of free-school meals (Pupil Premium) may qualify for discounts on residential visits.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The children are charged for these lessons. We give parents information about additional music tuition at the start of each academic year.

Pupils that are recipients of free-school meals (Pupil Premium) may qualify for discounts on music tuition.

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Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

We do ask for a voluntary contribution towards transport costs.

After-and-before-school activities

Before or after-school activities will usually (but not always) come with a charge. This charge will be reflective of the cost incurred to school and will not always be the same amount per club.

We also charge a small amount for wraparound care – which may also include an additional charge for food.

Pupils that are recipients of free-school meals (Pupil Premium) may qualify for discounts on clubs and wraparound care.

Transport

We normally ask for voluntary contributions for children if they are transported in a minibus or coach to an extracurricular activity.