



Charging and Remissions Policy 2018-2019

Adopted by Burbage Junior School on	3 rd Oct 2018
Next Review Due	Autumn 2019
Chair of Governors	<i>Tim Aston</i> Date: 3.10.18
Headteacher	<i>Karen Allen</i> Date: 3.10.18

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional 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 are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

Publication of Information

This policy will be published on the school website.

Charges

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governors endorse the guiding principles contained in the Act, in particular that no child should have access to the curriculum limited by charges. All education during school hours is free. 'School hours' are defined as those hours during which the school is in session but excluding the midday break. We do not charge for any activity undertaken as part of the Curriculum.

1. Residential Trips

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board and lodging (not to exceed the costs).

Charges may also be made for the proportionate costs for activities wholly or mainly outside school hours ('optional extras') for:

- travel
- materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs

If parents are experiencing financial difficulties, they are invited to contact the Head teacher in confidence (*see also the section on Remissions*).

2. Music tuition

There is an exception to the rule with regards to charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the School's Curriculum or a public examination syllabus being followed by the pupil.

Children for whom the school receives Pupil Premium funding will not be charged the full amount for such tuition.

3. Art/DT Materials

The cost of materials or ingredients for practical subjects where the parents will own the finished product.

4. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school may decide to make a charge. Each incident will be dealt with on its own merit and at the Headteacher's discretion.

5. Extra-Curricular and Before/After School Clubs

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Children for whom the school receives Pupil Premium funding will be offered such activities at a reduced rate.

6. Lettings

Where the school makes its facilities available to outside users, this will be at a charge of at least the cost of providing the facilities. A scale of charges for such activities is determined by the Governing Body and forms part of our separate Lettings' policy

7. Other charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying or any other education, transport or examination fee, unless charges are specifically prohibited.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the schools invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child. The intent of the legislation is that no pupil may be left out of an activity because his or her parents or carers cannot or will not make a contribution of any kind. It is possible, within the legislation, to fund pupils whose parents or carers will not make a voluntary contribution from funds raised through general fundraising.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising.

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. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses (outside of school hours)
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Theatre companies visiting school
- Workshops delivered by visiting companies

Remissions

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging may be remitted in full upon written request.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits

below:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- The guarantee element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit run-on paid for four weeks after you stop qualifying for working tax credit

Pupil Premium Funding

Please refer to Pupil Premium expenditure documents on the school's website.

Equality Statement

Burbage Junior School actively seeks to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- gender
- ethnicity
- disability
- religion or belief
- sexual orientation
- gender reassignment
- age
- civil partnerships
- pregnancy or maternity

The use of stereotypes under any of the above headings will always be challenged.

Inclusion

Burbage Junior School is an inclusive school. We aim to make all pupils feel included in all of our activities by making our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for all children.