



Charging and Remissions Policy 2021-2022

Adopted by Burbage Junior School on	
Next Review Due	Autumn 2022
Chair of Governors	Date:
Headteacher	Date:

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 activities undertaken as part of the National Curriculum during school hours is free. 'School hours' are defined as those hours during which the school is in session but excluding the midday break. However, we are able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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, we can charge for board and lodgings, but the charge must not exceed the actual cost.

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

Whilst there is no charge for whole-class curriculum music lessons, charges will apply for peripatetic teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if this has been requested by parents.

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

3. Art/DT Materials

Charges may be made to cover 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 may 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' agreements.

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 activities which enrich the curriculum and educational experience of the children, the school invites parents to make a contribution to cover the cost of the trip.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

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

In some circumstances the school may not charge for items or activities set out in Sections 1 – 7. This will be at the discretion of the headteacher and will depend on the activity in question.

Remissions for residential visits

Parents who are in receipt of free school meals will be offered half of the cost of the trip for residential visits.

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

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. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to learning so that children can engage in school activities with all other pupils. We acknowledge the need for high expectations for all children.