

Bubwith Community Primary School



Charging and Remissions Policy October 2024

Review – October 2025

Aim

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have his/her access to the curriculum limited by charges.

Responsibilities

The Governing Body of the School are 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.

The Governing Body also recognise that there is a clear distinction in charging between Curricular and Non Curricular activities.

Charges

Curriculum Activities

Voluntary contributions may be requested for the following visits and activities which take place mainly within school hours:

- Educational Visits and associated transport costs – the school will subsidise these where possible in order to keep charges reasonable. Charges will be capped at £18 per visit per pupil.
- Performances and Workshops within school.

No child will be excluded because of an inability to pay, but the school is entitled to cancel the activity if the level of contributions does not meet its budgetary requirements.

Residential Visits – Board and Lodgings

A charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission (deprivation FSM), will be made. The Governing Body will also charge for the cost of the transport.

Any insurance costs will be included in charges for trips and activities.

General Lesson Costs

A charge may be levied in respect of practical subjects, for full or partial cost of materials and ingredients, *if* parents / carers have indicated in advance that they wish to own the finished product.

Music Tuition

To require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service and to commit to payment of a term in advance. The school currently does not provide instrumental tuition.

Non Curricular Activities

Non Curricular Visits and Activities

A charge will be levied as an optional extra for visits which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the visit if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities

Freedom of Information

Information published on our website is free, although parents / carers may incur costs from their internet service provider.

Single copies of information covered by this publication are provided free.

If the school has a considerable amount of copying or printing, or incur a large postal charge, or a request is for a priced item (e.g. printed publications or videos), the school will advise parents / carers of the cost before fulfilling requests.

All charges will be fair and reasonable.

Private Copying

A charge of 15p per A4 side (mono) and 25p (colour), will be made to cover the cost of private photocopying.

School Property

Parents / carers will be charged for damages to or loss of school property caused wilfully or neglectfully by their children.

Private Lettings

There will be a charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate.

Statutory Remission

Please see Appendix 1 for information on this – from the LA Charging Policy.

The Charging and Remissions Policy will be reviewed annually and charges may be adjusted as a result of that review.

Reviewed by the Finance Committee: November 2024

Charges For School Activities

ACTIVITY	ASPECT OF ACTIVITY FOR WHICH A CHARGE MAY BE MADE	STATUTORY REMISSION ARRANGEMENTS
1 School or LA visit (Non-Residential)		
(a) In school time	All or part of the activity	Current Free School Meal provision
(b) Out of school time	All or part of the activity	none
2 School or LA visit (Residential)		
(a) In school time	Board and lodging Travel	Remission for children entitled to FSM None
(b) Out of school time	Board and lodging and/or travel	None
3 Field study visit for public examination purposes	Board and lodging	Full remission for children entitled to FSM
4 Normal coursework	Provision of materials which ultimately become the property of the pupil providing the parent / carer indicates a wish to own the property.	None
6 Instrumental music tuition for individuals or in groups of 4 or less (unless provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum)	All	None
7 Examinations (a) Prescribed examination for which the pupil has been prepared by the school (b) Where the pupil fails without good reason to meet any examination requirement for that syllabus (c) Examination which is not prescribed and the pupil is prepared for it outside of school hours	A. None B. Cost of Fee C. Cost of fee	None None None
8 Activities which take place wholly or mainly outside school hours (but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education)	D. All	None