

# Broad Square Primary School



## Charging and Remissions Policy

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Date Created: March 2022

Updated on:	Changes made / notes:
May 2023	Reviewed and adopted

Signed (Headteacher): *C Foden*

Signed (Chair of Governors)

A handwritten signature in black ink, appearing to be 'Jean Sloan', written over a faint, circular, dotted watermark.

**School Values: Excellence, Responsibility, Respect, Community, Enjoyment,  
Compassion and Perseverance**

*This policy is available in other formats upon request*

# **Broad Square Primary School**

## **Charging and Remissions Policy**

### **Introduction**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. The policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

The school day is defined as 8:50 am - 3:15 pm. The midday break does not form part of the school day. The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

### **Policy Statement**

Broad Square Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers, which may prevent some pupils taking full advantage of the opportunities.

### **No charges will be made for:**

- 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 Curriculum 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;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, 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;
- 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;
- education on a school trip that takes place during school hours;
- supply teachers covering for other teachers accompanying pupils on a residential trip;p
- transport in connection with an educational visit.

### **Voluntary contributions**

Separately from the matter of charging, the school may ask parents for a voluntary contribution towards the cost of:

- any activity that takes place during school hours
- school equipment
- school funds generally

However, if the activity cannot be funded without voluntary contributions, the head teacher should make this clear to parents at the outset. The governing body or head teacher **must** also make it clear to parents that there is no obligation to make any contribution. The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

## **Charges will be made for:**

### **Residential trips**

We will charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision. Support for cases of hardship will come through voluntary contributions and fundraising.

### **Non-residential trips**

Charges will be made for non-residential activities (other than listed above) which take place outside of school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). Conversely, if the bigger proportion of the time falls within normal school hours no charge will be made.

### **Public examinations**

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

### **Music tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The school will / may charge for the cost or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where this is an optional extra for an individual pupil or for groups up to four.

### **Damage to school property**

The school will ask parents to contribute towards the cost of damage to school property or equipment where this results from a student's negligence or misbehaviour.

The school reserves the right to refuse students the opportunity to take part in trips and activities where there is a history of vandalism or poor behaviour, as this may represent a health and Safety risk and concerns about the reputation of the school.

## Lettings

If the school makes its facilities available to outside users, it will be at a charge of at least the cost of providing the facilities unless the Governors have agreed to subsidise a letting. The scale of charges would be determined annually by the Finance Committee and form part of a separate Lettings policy.

## Other

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision, outside of funded hours.
- Use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

Date for Review: Summer 2023