



**Believe and Achieve**

## **BREACHWOOD GREEN SCHOOL**

### **CHARGING AND REMISSIONS POLICY**

#### **1.0 Introduction**

The governors of Breachwood Green School are aware that 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. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums, etc during school hours. They are also aware that the governing body needs to work within the law and can ask for voluntary contributions.

#### **2.0 Purpose**

The policy is cross referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies. This policy complements the school's equal opportunities and child protection policies.

#### **3.0 Equality Impact**

This policy will ensure that charges and remissions are applied consistently and fairly. It will enable all pupils to access provision regardless of their families' financial circumstance and ensure that no child will suffer from unfavourable treatment because of their parents' financial position. Pupil Premium/Ever Sixes and Sports Premium will be used to support these children/families. Outside agency support will be sought for additional funding to support these children where necessary, with the assistance of School Family Worker.

#### **4.0 Who/what was consulted**

The policy has been informed by A Guide to the Law for School Governors and DfE and local authority guidance on charging for school activities. Parents, pupils, staff and the local community were consulted in formulating the policy.

#### **5.0 Voluntary contributions**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. Charges will be made for teaching an individual pupil or groups of children to play a musical instrument; parents can apply for remission of fees through the local authority if they are in receipt of benefits eligible for this. Breachwood Green Governing Body has authorised the Head teacher to ask for a voluntary contribution towards the cost of:

- any activity which takes place during school hours which would incur an additional cost; (e.g. coach costs, entrance fees to trips, visiting theatres, swimming etc)
- school equipment which though would seem part of the curriculum, would incur an additional cost (e.g. for design technology, cooking etc)
- School funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against.

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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.

## **6.0 Extended Schools**

There will be a charge for optional extra activities provided outside of the school day e.g. Breakfast and After School Clubs and clubs run by outside agencies.

Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.

The school may use their delegated budgets and Pupil Premium and Ever Sixes to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

The school may lawfully charge for study support (other than that which delivers the National Curriculum or preparation for a public examination) e.g. additional sports, drama and music clubs, holiday activities, visits and additional courses, i.e. first aid.

## **7.0 Residential Trips**

The school is permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support;

- Income-based Jobseeker's Allowance;

- Family Credit;

- Disability Working Allowance;

Parents who receive income support or income-based job seekers allowance in their own right are also entitled to free school meals.

## **8.0 Calculating Charges**

When charges are made for an activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, pupil premium and sponsorship from external organisations.

As much notice as possible will be given to parents of the activity and the charge. Parents who qualify for support are those in receipt of income support family credit, disability working allowance or an income based jobs seekers allowance. Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

## **9.0 Arrangement for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving financial reports on those activities that resulted in charges being levied. The governors will receive on a termly basis the completed cost sheets for any activities for their perusal.

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**Governing Body committee responsible:** Resources Committee

**Review frequency:** Annually

**Based on:** A Guide to Law for School Governors

**Signed Chair of Governors:** *T Starkey* **Date:** 28.06.22

**Signed Lead Finance Governor:** *F Hughes* **Date:** 28.06.22

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