

# BOURN C of E PRIMARY ACADEMY

## CHARGING AND REMISSIONS POLICY



**Charging and Remissions  
policy**

**Committee responsible:  
Finance**

**Issue: December 2016**

### 1. Introduction

This policy has been compiled in accordance with the DfE requirements in 'Charging for School Activities – Oct 2014'

### 2. Aims and Objectives

The aims of this policy are to set out what the school will and will not charge for and what it may request a voluntary contribution for from parents and guardians. It will also clarify how charges will be determined.

### 3. Basic Principles

Education during school hours is generally free.

#### **We cannot charge 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, which 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.
- Instrumental or vocal music tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

#### **We can charge for:**

- Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them.
- Optional extras (see details below).
- Music and vocal tuition which is not an essential part of the National Curriculum, and is provided at the request of the pupil's parent.
- Community facilities.

### 4. Optional Extras:

The school can apply a charge for some activities known as optional extras. These are:

- Education provided outside of school time that is not part of the National Curriculum or religious education
- Transport (other than that required to take the pupil to school or to other premises where the local authority/governing body have arranged for the provision of education for that pupil).
- Board and lodging for a pupil on a residential visit
- Extended day services, if offered to pupils (e.g. breakfast club, after-school clubs, supervised homework sessions etc.)

Participation in any optional extra activity will be on the basis of parental choice. The charge made for any optional extra activity will not exceed the total cost to the school divided equally by the number of pupils participating.

#### **5. Voluntary Contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities such as school trips, visits and practical activities which enhance the pupils' learning and broaden their knowledge and experience.

No pupil will be excluded from an activity simply because his or her parents are unable or unwilling to make the voluntary contribution.

If the particular activity cannot take place without sufficient voluntary contributions, this will be made clear to parents at the outset. The school reserves the right to cancel any planned activity should sufficient contributions not be received. In this case all contributions received will be returned. The total contributions requested will not exceed the actual cost of the activity.

#### **6. Remissions Policy**

Charges for chargeable activities may be fully or partially remitted by the school for pupils in receipt of Pupil Premium funding.

Charges for board and lodging on residential trips will be remitted for parents in receipt of the following benefits:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and that the family's income does not exceed £16,105
- The guarantee element of the State Pension Credit

Details of any remission arrangements will be made clear when parents are informed of the charges for individual activities.

#### **7. Other Charges**

The Head Teacher, School Business Manager or Governing Body may levy charges for miscellaneous services (e.g. photocopying) as it deems appropriate.

The School reserves the right to charge for the production of Transfer/Confidential Pupil Reports which may be requested for pupils leaving the school prior to year 6. These reports are time consuming to prepare and a charge of £35 will be levied to cover additional teacher and administration costs.

In the case of loss of school books on loan to children, or of wilful or malicious damage to equipment, or of breakages, the Head Teacher or School Business Manager may decide to make a charge up to and including the cost or repair or replacement.