



# BRIDGE & PATRIBOURNE CEP SCHOOL

## CHARGING & REMISSIONS POLICY & PROCEDURE

### Key Personnel

**Headteacher:** James Tibbles

**Chair of F&P Team:** Graham Duplock

### Key Dates

**Ratified by F&P Team:** November 2020

**Date of next review:** November 2023

### Statement of Intent

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as 8.50am – 3.15pm.

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

### During the School Day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or small groups of pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because he/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged, parents will be told how the charges were calculated.

### Residential Visits

Charges for residential trips will be made for board and lodging. Those children who are eligible for Pupil Premium Funding (Ever6) will have their contributions subsidised by 50%.

When charges are made for any activity, whether residential, during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. These will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through the School's Hardship Policy.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.