

**Burton Agnes C of E Primary School**



# **Charging and Remissions Policy**

September 24

**Friendship, Care and Trust**

Charging and Remissions Policy Introduction Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This policy outlines Burton Agnes CE Primary School's response to the latest guidance from the DFE and will be reviewed regularly.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition. Our charging and remissions policy closely follows the latest DFE guidance available at the time of writing.

### **Voluntary contributions.**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip (if a trip/activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear at the outset). If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, for example by contributions, PTFA support or school funds. The school provides this information on request.

### **Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, parents may be asked for a voluntary contribution towards elements of the trip and we do make a charge to cover the costs of board and lodging, except where pupils are entitled to statutory remission. When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging: and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14); October 2008; Families in receipt of Free School Meals will receive an agreed subsidy.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. At Burton Agnes CE Primary School, there may also be private arrangements made between externally based music teachers and parents.

### **Swimming**

The school organises swimming lessons for all children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **After School Clubs**

Various Sports clubs take place after school during the week. A qualified coach, who is not a member of the school staff, runs and organizes these sessions and may make a small charge. Where possible school funds these clubs through the Sports Premium funding.

## **Private Lettings**

School will arrange and 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. Discretion can be allowed by the Headteacher/ SBM

## **School Property**

School will charge parents for damage to, or loss of school property caused wilfully or neglectfully by their children.

## **Freedom of Information**

Information published on our website is free to access, although you may incur costs from your internet service provider. Single copies of information covered by our website will be provided on request to those who cannot access the internet. Further copies will be available at a cost based on the cost of copying per A4 side. If we have to do a lot of copying or printing, or we incur a large postal charge we will advise of the cost before fulfilling the request. All charges will be fair and reasonable.

## **Extended Schools Breakfast Club and After School Club**

The Breakfast Club is open to all full-time pupils (from Reception) of Burton Agnes Church of England School.

### **Breakfast Club session from 8pm—£2.80**

Includes breakfast with a choice from the menu

Children participating in these paid for sessions can be dropped off from 8.00am, with breakfast being served until 8.25 am.

**“Breakfast Play” session – £1.00 (no food)**

Parents paying for this session can drop their children off in the hall anytime from **8.30am**.

## **After School Club**

We offer an Afternoon Out-of-School Club, for all children in Reception to Year 6, to extend the out-of-school support we offer to parents and carers. Two of our current team run the After School Club so children will be familiar with them.

We will provide children staying for a longer period with a drink and a snack but you will need to provide them with a meal once you return home.

Monday to Friday  
3.30 pm to 5.00 pm

### **Charging Periods**

From 3.20pm to 4.30 pm - cost £2.80

From 3.20pm to 5.00 pm - cost £4.20

From 4.30 - 5.00pm after a sports club £1.40

### **Dinner Money**

To charge parents £2.55 for each meal taken by pupils.

### **Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit half the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors. This policy will be reviewed annually by Governors.