



## School Activities Charging and Remissions Policy

This policy has been agreed by the Governing Body of Brinkworth Earl Danby's Primary School and will apply to all staff and governors. A copy of the policy will be made available to all staff and governors for reference.

### Charging Policy

#### Optional Extras

Section 110 of the Education Reform Act 1988 confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours.

Where education is provided for registered pupils outside school hours and is not required specifically to fulfil statutory duties relating to the national curriculum or religious education, such education is defined by Section 109 of the Act as an "optional extra" and charges may be made. Charges may not be made where an optional extra occurs within school hours, although the school may seek voluntary contributions for such events. (Where an activity takes place partly during and partly outside school hours, it will be deemed to take place wholly during or wholly outside school hours in accordance with the provision of Section 107 of the Act).

Any charges made may not exceed the cost of the optional extra, and may include an appropriate element for:

- a pupil's travel costs
- a pupil's board and lodging costs
- materials, books, instruments or other equipment
- entrance fees to museums, castles, theatres etc
- insurance costs
- non-teaching staff costs
- teaching staff costs, including the cost of travel and board and lodging, where a teacher/instructor has been engaged specifically for the purpose of providing the activity. (The cost of any teachers employed by the LA at the school under a contract of employment may not be included).

The cost of an optional extra should be determined on the basis of the cost of each individual pupil participating in the activity. The amount of any charge shall be payable by the parent of the pupil concerned although participation in any optional extra must be subject to parental agreement.

In all instances where a school activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the remissions policy is applicable.

### Remissions Policy

#### Optional Extras

The school will give consideration to subsidising optional extra activities and may fully or partially remit charges on behalf of pupils whose parents are either in financial distress or are in receipt of income support or family credit (where this is known). This is often done through working with BEDSA or through the local churches.

#### Voluntary Contributions

The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of the school to cover the costs of any school activity.

When making a request or invitation for voluntary contributions it must be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently according to whether or not their parents or guardians have made any contribution.

#### Activities arranged by a third party

None of the provisions in this policy will apply in those instances where a third party makes a direct charge on parents in return for extra curricula services. For example after school soccer or music lessons. This is in accordance with the terms of Section 118 (4) of the Education Reform Act 1988.

#### Document Issue Control:

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