



Charging and Remission Policy

Date	Reviewed by	Agreed by governors	Next due for review
October 2022	A Walch		
October 2023	H Wallace		October 2024

BEDS-created
Statutory
1-year review cycle

Believe to achieve! “Roots will grow down into God’s love and keep us strong.” Eph 3:17

Values: Friendship, Respect, Trust, Courage, Perseverance, Thankfulness

Brinkworth Earl Danby’s is committed to providing a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised. We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best that they can be and finding their place in the world. We believe in: a child’s potential; being part of a community; being the best you can be.

In partnership with parents/carers, we aim to:

- create a happy, caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- meet each child’s needs physically, creatively, intellectually, emotionally and socially
- educate children about a diverse society and world in order to promote understanding and positive attitudes
- help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- inspire each child to be an enthusiastic learner and develop capabilities and attributes that ‘build learning power’
- enable pupils to become confident and responsible citizens

Our ethos underpins our unique culture and behaviour in our Church of England School. Our children are at the centre of every decision made. We always ask ‘of what benefit will this be to our children? Will this help support them to be the best they can be?’ We go the extra mile. Whether it is staff, parents, children, governors or community members, we choose to make that extra effort for a better outcome for individuals and for our school community.

This policy is written with our vision, values, ethos and aims at its heart.

Charging and Remissions Policy

1 Definitions

The purpose of the policy is to ensure that there is clarity over those items that the school will provide free of charge and those items where there may be a charge.

The policy has been informed by the DfE guidance.

The school day is defined as:

Lower Site - Gates open at 8.30am, registration at 8.45am, school finishes at 3.15pm.

Upper Site - Gates open at 8.30am, early morning activities commence at 8.45am, registration at 9.00am, school finishes at 3.30pm.

In the context of charging, the midday break does not form part of the school day.

2 Responsibilities

The headteacher will ensure that members of staff are familiar with and correctly apply the policy.

The Governors will periodically review the policy.

3 Policy statement

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 excludes charges made for an external instructor teaching an individual pupil or groups of any size to play a musical instrument. Unless the teaching is an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s), the school may make a charge.

Activities during the school day which entail additional costs will be charged. This may include the cost of materials and equipment for a specific activity such as:

- Art or DT projects
- food technology ingredients
- any items children are able to take home after a lesson/activity
- transport to take pupils between the school and an off-site activity.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

If insufficient funds are available to sustain a particular activity or trip, it may be necessary to curtail or cancel the activity; if there is a chance this may occur parents will be informed at the outset. In this instance a full refund will be made.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents. Should parents wish their child to miss that activity the Head Teacher should be consulted and the child should undertake something else in the school. This assumes that the activity is not part of the education to satisfy the national curriculum.

4 Residential visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits (this is aligned with free school meals eligibility criteria) who will be offered support in meeting such charges. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or less of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

5 Damage to school property

Should school property or buildings be willfully or recklessly damaged by a pupil, member of staff or a parent/carer, school may charge those responsible for some or all of the cost of repair or replacement. The Headteacher will decide whether or not to impose these charges.

6 Calculating charges

When charges are made for any 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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

7 Remissions and concessions

The school will give consideration to the remission of charges to parents/carers who receive the following support to allow for a reduced contribution:

- eligible benefit verified by the local benefit office
- when a child is in receipt of a Pupil Premium grant for free school meals
- looked after child
- support under part VI of the Immigration and Asylum Act 1999
- guaranteed element of State Pension Credit
- income related employment and support allowance

Parents/carers who are eligible for the remission of charges will be liaised with confidentially.

The Headteacher or Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of a payment for a certain activity for a child and this will be determined by the Head teacher or the Chair of Governors.

8 Special circumstances

Exceptions will be made only on an individual basis for particular circumstances. The Head Teacher and Chair of Governors will treat these situations with confidentiality and their decision will be final.

In cases of hardship, the Head Teacher and Chair of Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils whom they consider will benefit from music tuition or other activities. 'Looked After Children' from September 2008 are entitled to free musical tuition.

External References (which do not form part of this policy)

<https://www.gov.uk/government/publications/charging-for-school-activities>

Apply for free school meals - <https://parentportal.wiltshire.gov.uk/web/portal/pages/parents/free-school-meals>