

BUSHBURY HILL PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY



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Date Approved By Governors	November, 2022
Review Date	September, 2023

Bushbury Hill Primary School Charging and Remissions Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, for certain activities or optional extras, we may charge or ask for voluntary contributions. Any charges made will not exceed the actual cost of providing the activity. In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This policy shall be made available on the school website and paper copies to parents or carers on request.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Voluntary Contributions

The school can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities, e.g. school trips will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made the activity / trip will be cancelled.

There is no obligation to parents to make any contribution. A child will not be excluded from activity due to his or her parents/guardians/carers being unable to pay.

School Trips and Visits

The school believes wholeheartedly in the value of school visit experiences and subsidises the cost of all visits as much as possible in an attempt to ensure that these opportunities are accessible and affordable to all.

School will be requesting parents/carers contribute towards the cost of each enrichment activity. This will be 50% for pupil premium pupils and 75% for non-pupil premium pupils. This contribution is voluntary, neither the parent nor their child will be treated differently if they are unable to contribute. However, please note that without sufficient voluntary contributions, visits may have to be cancelled, as the school is not in a position to provide further financial support.

We ask that this is regarded as an important investment in every child's education.

Residential Visits and Overnight stays

Where a school activity involves pupils staying on nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments are entitled to claim remission from the payment of the board and lodging charge:-

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £13,400 a year for a single claimant (after tax and not including any benefits you get)

All other costs involved in residential visits are asked for as voluntary contributions. If a child is unable to take part in the residential visit through illness, then a refund would be issued, less any financial commitments that have already been made. E.g. transport costs, accommodation costs and/or admission costs.

In the academic year 2022/23, the school will not be increasing any amounts due to the cost of living crisis. Therefore, the school will be requesting a voluntary contribution of £60 per pupil towards the cost of the Year 6 residential and £30 per pupil towards the cost of the Year 2 residential.

Optional Extras

Out of hour activities and clubs are classed as Optional Extras.

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities Outside of School Hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Breakfast Club

Breakfast club runs from 8:00am to 8:35am. This is free to all pupils. It has a staggered opening from 8am to 8:25am. (See Breakfast Club Policy for further details.)

Instrumental Music Lessons

No charge is made for instrumental music tuition at the present time.

Swimming

The school organises swimming lessons for children in Year 4, 5 and 6. 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 written permission for their child to take part in swimming lessons.

Charging for School Equipment

No charge will be made for materials, books or equipment needed for lessons. The exceptions to this being: where wilful damage to the equipment / book by the child has taken place. A contribution towards the cost of replacement shall be requested.

School Meals

Under the Education Act 2011 schools are permitted to charge up to the maximum cost of a school meal. Miquill Catering will continue to provide our meals from September 2022. Even though the cost of meals has risen to £2.41, the Governors have agreed to charge parents/carers £2.30 per pupil meal and staff meals are priced individually according to the menu.

See School Meals and Arrears policy for more information.

Children in Reception, Year 1 and Year 2 are eligible to receive a free meal under the Universal Infant Free School Meal Scheme currently in place.

Parents of pupils in receipt of Universal Infant Free School Meals who may meet the criteria for Free School Meals are still encouraged to apply as school could receive pupil premium that will be spent for the benefit of your child/ren.

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM) parents/carers need to be in receipt of support payments (as listed previously).

Paying for Information

Where parents or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information. Details of charges are provided in the schools Data Protection policy and FOI Publication Scheme.

Lettings

All persons or groups wishing to hire school premises should complete a letting application form and read the terms and conditions of hire. Charges for lettings are set by the Governing Board, however the Local Authority do suggest minimum amounts. At present, a letting arrangement will be set by the Governing board for the academic year 2022-2023. A policy for lettings will then be approved.

Receipts

Payments are made electronically using Pay360. They provide receipts for payments and is an online tool for tracking payments over time.

Monitoring & Review

The procedures in this policy will be monitored in the light of any new information and guidance which becomes available.