

# BURE PARK PRIMARY SCHOOL

## CHARGES AND REMISSION POLICY



**Teamwork, Honesty, Kindness**

<b>ROLE</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Co-ordinator</b>	<b>Sarah Moon</b>		
<b>Headteacher</b>	<b>Sarah Moon</b>		
<b>Chair of Governors</b>	<b>Alastair Deacon</b>		

<b>Next Review</b>	<b>July 2028</b>
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The 1996 Education Act requires all schools to have a policy on charging & remissions for school activities. The Governing body must not charge for any activities which take place when the School is in session, excluding the break in the middle of the day. The exception is musical instrumental tuition for individual pupils or in groups of up to four, as long as the teaching is not an essential part of the National Curriculum syllabus being followed by pupils. If the School wishes to run an activity during the school day for which it would need contributions from parents or others, it can ask for voluntary contributions. The School can charge for optional, extra activities provided mainly or wholly outside of school hours as long as the teaching is not an essential part of the National Curriculum or religious education. Schools can use their delegated budgets to support or subsidise extended activities that bring an educational benefit to children.

**This policy is in line with the DfE guidelines; ‘Charging for school activities’: May 2018**

### **The School day**

The school day is defined as Monday to Friday, 8.40am-3.15pm during term time. Lunchtime is not included in the school day.

### **Charges**

The Governing body will make a charge for activities in the following circumstances:

#### Swimming

- Children in Key Stage 2 are taken swimming at Bicester Leisure Centre. The cost of transport will be met by voluntary contributions and school funding where appropriate.

### **Transportation to events during school hours**

- The cost of transportation to activities and events that take place during the school day will be met by voluntary contributions and school fundraising.

### **Educational visits**

- The costs of admission, transport & insurance will be met by voluntary contributions. No child will be excluded from an activity if these payments are not made. However, if insufficient contributions are received then the trip or activity may have to be cancelled.

### **Visiting theatre groups, drama workshops & arts activities**

- During the school year the children will have the opportunity to take part in various workshops & theatre activities. A voluntary contribution will be asked for to meet the

cost of these events. However, if insufficient contributions are received then the trip or activity may have to be cancelled.

### **Out of school activities**

- A charge will be levied for the entire cost of the activity which takes place outside of school hours.

### **Residential trips**

- Parents will be charged for the full cost of a trip which takes place out of school hours, including board and lodging on such trips. We have established a system for parents to pay in instalments however we would expect total payment to be made within a reasonable time.

### **Damage to property**

- Parents may be asked to pay the cost of repair or replacement for any breakage or damage to school or personal property resulting from their child's actions.

### **No charges will be made for:**

- Education provided during school hours (including the supply of any materials, books or other equipment)
- Education provided outside school hours if it is part of the National Curriculum.
- Instrumental or vocal tuition , for pupils learning individually or in groups, unless the tuition is provided at the request of the parent.

### **Families qualifying for help with costs**

- In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge – usually 50%
- *A reduced charge will be applicable for children who qualify for the Pupil Premium. (Children from Service families or those in receipt of Free School Meals). Please note that this does not refer to all children in receipt of Universal Free School Meals.*

**Additional considerations:**

- The Governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:
- We will give parents as much notice as possible for forthcoming visits/trips. At the induction meeting for new parents, we will discuss how visits/trips are organised throughout the school.
- We have established a system for parents to pay in instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against families in lower incomes and we will avoid that method of selection.

**Arrangements for monitoring and evaluation**

- The Finance Committee will monitor the impact of this policy by receiving regular updates on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the policy.
- This policy will be reviewed every 3 years.